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HIV Prevention Planning Council Meeting
January 13th, 2000
Mayor's Conference Room at City Hall
Van Ness at Grove, San Francisco

Meeting called by Co-chairs: Michael Discepola, Larry Meredith, A Toni Young

All agenda items include time for public comment

3:00pm	Food, Welcome, Introductions, Announcements	*A Toni Young*
3:15pm	Review and Approval of Minutes	*A Toni Young*
3:20pm	General Public Comment	*A Toni Young*
3:35pm	New Business/Council Member Agenda Input	*A Toni Young*
3:45pm	Co-chairs Report	*Michael Discepola, Larry Meredith, A Toni Young*
3:50pm	Year 2000 Scope of Work	*Michael Discepola, Larry Meredith, A Toni Young*

What is the role of the HPPC in the prevention of HIV in San Francisco? To frame the goals and objectives for the year 2000, the scope of work outlined in the Cooperative Agreement and the Roles and Responsibilities document will be reviewed. In order to fulfill its role in HIV prevention this year, there will be four committees: Strategic Evaluation, Priority Setting/Epidemiology, Membership, and Steering. The general scope of work for these committees will be reviewed.

4:15pm	Subcommittees for 2000	*Michael Discepola, Larry Meredith, A Toni Young*

The Co-chairs' recommendations for committee membership will be presented, after which members will be given an opportunity to request to sit on another committee if they wish. The committees will meet briefly to decide on a time for their first meetings of the year and/or a regular meeting schedule for the year. The current committee chairs will facilitate the discussion about meeting schedules.

4:30pm	BREAK	
4:45pm	Restructuring Plan for the HPPC	*Restructuring Task Force*

For the last 2 months, the Restructuring Task Force (RTF) has been developing a plan to restructure the HPPC to address concerns of inclusion, representation, and parity, membership processes, accountability, roles and relationships, and the size of the Council, among many other issues. The RTF will present its comprehensive plan for discussion and questions, to be followed by a vote on each item in the plan.

MULTIPLE VOTES

5:50pm	Closure and Evaluation	

Note, all meetings are open to the public and are held in handicapped accessible facilities. Allotted time periods for agenda items are approximate and may require adjustments.

UPCOMING MEETINGS:
HPPC Meeting: Thursday, February 10th, 3pm-6pm, Location TBA

Know your rights under the Sunshine Ordinance: Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the city and county exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

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HIV PREVENTION PLANNING COUNCIL
Minutes Summary of January 13, 2000

1. FOOD, WELCOME, INTRODUCTIONS, AND ANNOUNCEMENTS
Meeting convened on time. Everyone was welcomed and introduced. A series of announcements were made including but not limited to: availability of stipends for the international conference in Durbin, a memorial for Dick Pabich on January 14th, and a Special Populations Action Team networking forum.

2. REVIEW AND APPROVAL OF THE 11/18 and 12/09 MINUTES
Minutes were approved with no revisions. The vote outcome was 11 - in favor, 0 - opposed, 0 - abstained and 10 -absent.

3. GENERAL PUBLIC COMMENT
The following individuals spoke during public comment.

- David Pasquerelli – regarding deaths caused by AIDS drugs, and his application for membership.
- Todd Swindell – regarding focusing on a sex and queer-positive message , dangers of the AIDS vaccine, pharmaceutical poisoning of gay men.
- Ronnie Burk—regarding Dick Pabich

4. NEW BUSINESS/COUNCIL MEMBER AGENDA INPUT
A member requested that a discussion about the danger of misinformation, and drug companies promoting AIDS drugs v. the revisionist position on AIDS drugs be placed on a future agenda.

5. CO-CHAIRS REPORT
Tracey Packer has returned from maternity leave, Peter Twyman and Kate MacLaughlin will be leaving the AIDS Office. The office is currently interviewing for Kate's position. The AIDS Office is working on proposals for RFAs on people of color and MSMs.

6. YEAR 2000 SCOPE OF WORK
See attached overheads. The co-chair emphasized that the Council will do evidence-based planning with a San Francisco-based model (and not a national model).

7. SUBCOMMITTEES FOR 2000
There are three subcommittees for the new year: strategic evaluation, priority setting, and membership. Strategic Evaluation will meet beginning January 26th, 3-4 pm, at the AIDS office. It will meet regularly on the 1st Wednesday of every month, 4-5 pm, at the AIDS Office. Membership will meet on the 1st Thursday of every month, 11-1 pm, at the AIDS Office. Priority Setting will meet beginning February 15th, 2-4 pm. Regular meetings will be held on the 3rd Tuesday of every month, 2-4 pm, at 1930 Market Street.

8. BREAK

9. RESTRUCTURING PLAN FOR THE HPPC
See attachments. Items 1.1, 1.2, 1.3, 1.5, 1.6. 1.8, 1.9, 2.2, 3.2,3.4, 4.3, and 4.8 were approved. The remaining items will be discussed at the next Council meeting.

10. CLOSURE/EVALUATION

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NEXT HPPC MEETING: Thursday, February 10, 2000 (3 to 6 p.m.) @ the Mayors Conference Room at City Hall (Room 201)

HIV PREVENTION PLANNING COUNCIL
Minutes of January 13, 2000

Members Present:
Marcos Bañales
Bill Barnes
Michael Bogan
Carla Clynes
Michael Discepola
Kimberley Gallant
Sister MaryMae Himm
Janetta Johnson
Melinda Martin
Mazdak Mazarei
Willi McFarland
Larry Meredith
John Newmeyer
Jorge Ortiz
J. Colin Partridge
Nancy Pollard
Lyn Fischer-Ponce
Martha Ugarte-Ortiz
John Blake West
A. Toni Young

Members Absent:
Anthony Cadavas
Al Cunningham
Father River Sims

Parliamentarian:
Evelyn Wilson

DPH/HIV Prevention Section
Elizabeth Davis
Delia Garcia
Gigi Gregory
Betty Chan Lew
Kate MacLaughlin
Tracey Packer

Guests:
Ronnie Burk, ACT Up! San Francisco
David Pasquerelli, ACT Up! San Francisco
Todd Swindell, ACT Up! San Francisco
Rebeka Wawryszcek, SAGE

Facilitator:
Monika Hudson

Harder + Co.:
Dara Coan
Michael DeMayo

Process Evaluation Team:
Kevin Roe

Polaris R & D, Inc.:
Lisa Manning

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1. FOOD, WELCOME, INTRODUCTIONS, AND ANNOUNCEMENTS

Announcements

Toni Young-- Encouraged members to read the co-chairs report because it has a time-sensitve announcement about stipends for the international AIDS conference in Durban, South Africa

Carla Clynes--Announced she will leave the meeting early.

Willi McFarland--Announced that a new report by the CDC shows a relative increase in reports of AIDS in MSMs of color relative to white MSMs. The back of the report compares the San Francisco figures with those of the nation. He handed out the San Francisco AIDS cases report for the month of December, the monthly STD report for the month of November, and the 4th quarter of 1999 AIDS report.

Kevin Roe--Announced that Kathleen Roe will not attend today's meeting.

Bill Barnes--Announced that there will be a memorial for Dick Pabich at 4 pm on January 14th at the First Unitarian Church.

Gigi Gregory--Announced the Special Populations Action Team networking forum. She explained that special populations refers to people who are blind, deaf, have hemophilia or , have developmental disabilities. She invited members to participate in the planning meetings.

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David Pasquerelli--Announced that ACT Up! has meetings every Monday at 7: 30 pm at 1884 Market Street.

Todd Swindell--Announced that there is a "Question HIV" discussion group at noon, the first Sunday of every month, at 1884 Market Street.

2. REVIEW AND APPROVAL OF THE 11/18 and 12/09 MINUTES

The minutes were approved with 11 in favor and 0 opposed.

In favor:	11
Opposed:	0
Abstain:	0
Absent:	10
Not present:	0
Total:	**21**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes	X				
Michael Bogan				X	
Carla Clynes	X				
Al Cunningham				X	
Michael Discepola	X				
Lyn Fischer-Ponce	X				
Kimberley Gallant				X	
Nancy Pollard					
Sister MaryMae Himm				X	
Janetta Johnson	X				
Melinda Martin	X				
Mazdak Mazarei				X	
Willi McFarland	X				
Larry Meredith	X				
John Newmeyer	X				
Jorge Ortiz				X	
J. Colin Partridge				X	
María Rinaldi				X	
Father River Sims				X	
Martha Ugarte-Ortiz	X				
John Blake West				X	
A. Toni Young					

3. GENERAL PUBLIC COMMENT

David Pasquerelli, ACT Up! San Francisco, he asked if members had seen the *Bay Area Reporter* report which states that John Embly had died of liver failure. David Pasquerelli believes he died from AIDS drug poisoning. He stated that the year 2000 is a time to reevaluate AIDS and the 29 diseases lumped together as AIDS. He urged members to begin movement on Shawn O'Hearn's resolution. As an aside, he added that he found it hypocritical of Bill Barnes to represent the Mayor's Office on AIDS which promotes the use of AIDS drugs when Bill himself is HIV

positive, but does not take the drugs. He also stated that he has applied to become a member of the HIV Prevention Planning Council. He would bring 10 years of experience in AIDS work to the Council, as well as balance. He passed around the recent issue of *Magnus* magazine.

Todd Swindell encouraged members to change the method of prevention being used by the Council in the new year. He said that homophobic people and the Christian Right are not much different from the people representing the Mayor's Office. He said that the message put out by DPH and the Mayor, is sex-phobic and homophobic. DPH, the Mayor's Office, and the HPPC should empower people to take control of themselves. They should provide food and shelter, not toxic drugs. He stated that the gay community has been bought out by the pharmaceutical companies. He encouraged everyone to read *Magnus*. He asked if the HPPC wished to be on the cutting edge or left behind in the year 2000. He said that if the HPPC doesn't want to be left behind, it needs to radically change. He passed out copies of the book *What If Everything You Thought You Knew About AIDS Was Wrong?* By Christine Maggiore.

Ronnie Burk, ACT Up! San Francisco, stated that he is unhappy to see a tombstone for Dick Pabich. He raised the concern that the Mayor's Office promotes the use of AIDS drugs for people who are HIV positive, yet the mayor's representative, who is HIV positive, does not use the drugs.

4. NEW BUSINESS/COUNCIL MEMBER AGENDA INPUT

Marcos said that in response to the comment about empowerment and homophobia, no one should assume that all members of the HPPC feel the same way. Everyone works for different organizations. He works in the jails where he sees and fights homophobia everyday. Homophobia and self-empowerment are not easy subjects to talk about in the jails, but he addresses them.

Bill Barnes stated that he has a copy of the Mayor's report released on December 1st, in lieu of a formal report. He asked that a discussion about the danger of misinformation, and drug companies promoting AIDS drugs v. the revisionist position on AIDS drugs, be placed on a future agenda.

David Pasquerelli asked why the HPPC hasn't discussed the growing debate over the cause and treatment of AIDS, considering María Rinaldi asked for a discussion on the topic months ago.

Sister Marymae Himm responded that the discussion will be placed on the agenda for March or April.

John Newmeyer responded that he passed around information on HIV as the cause of AIDS at the last meeting.

5. CO-CHAIRS REPORT

Larry stated that the Director's Report announces that Tracey Packer has returned from maternity leave, and the AIDS Office staff is elated to have her back. Her responsibilities will be devoted to supporting the Council. He also stated that the AIDS Office staff is saddened that Peter Twyman will be leaving. There is an announcement posted for the position of coordinator of HIV counseling and testing service that will close on January 27th. Kate MacLaughlin will leave in February, and Tracey is interviewing candidates for the position. Larry thanked Kate for her assistance. He added that the Prevention Section is currently short staffed and cannot submit three proposals for the high-risk RFA issued by the state in December, as originally planned. Instead, the staff is busy working on proposals to the RFAs on people of color and MSM.

6. YEAR 2000 SCOPE OF WORK

(See attached overheads).
Toni stated that the co-chairs had used the objectives from the Cooperative Agreement to set the scope of work for the year. She stated that the Council's role is to do evidence-based planning. The Council will start and finish its work with evidence-based planning.

Under the topic of Major Tasks for 2000, Toni emphasized the importance of making the bylaws consistent with the way the Council currently operates, by revising them quarterly. As an example, Toni mentioned that, according to the bylaws, a co-chair can't vote, but now that there is a non-member facilitating the meetings, the co-chair should be free to vote.

Toni added that the Council should be sure that planning is carried out with a San Francisco based model, and not a national model. One of the tasks this year is to revise the Epi Profile Chapter in the Plan to be conducted by the Epi Working Group. She told members that those who participate in the new Epi Working Group will have the opportunity to learn more about epidemiology and evaluation. The work may be difficult, but short term.

Questions Regarding the Scope of Work

Colin Partridge asked about the time frame for the epi work. Michael DeMayo responded that the epi-work will begin in March and submitted for approval in December. It is expected that the Epi Working Group will meet approximately 4 times during the year.

Bill Barnes asked if the Council is charged to look at the entire plan for revision, or just the epi portion. Toni responded that the Council would look at the entire plan with an emphasis on epi and strategic evaluation.

David Pasquerelli stated that he wanted to respond to the use of the word *epidemic* in reference to AIDS. He said AIDS is not an epidemic because the reported cases of AIDS does not total up to the amount necessary to consider it an epidemic. He argued that using the word epidemic creates heightened fear. He stated that the Council needs to implement strict conflict of interest guidelines, so there are more members from the community and not paid members from organizations. He asked how many members were HIV positive. Michael Discepola responded that though he works for an AIDS agency, he donates a lot of hours to the Council. Marcos responded that he does Council work because he wants to make a change, if his organization pays him to do that, then he appreciates the support.

Toni reminded members that there is a need to set boundaries about the work done by the Council this year, because they have agreed not to discuss topics or add activities that are not related to the Cooperative Agreement objectives.

7. SUBCOMMITTEES FOR 2000

Toni handed out sheets which listed each member's committee assignment. There are three committees for 2000: Strategic Evaluation, Priority Setting, and Membership. Each committee will elect a chair who will also serve on the Steering Committee. There are two At-Large seats on the Steering Committee, one is occupied by John Blake West, and the other is available.

Sister asked members if anyone was not satisfied with a committee assignment and wanted to change to another committee. María asked to be removed from priority setting and placed on the Membership committee. Toni responded that she was welcome to change.

Dara asked the co-chairs to explain how inclusion, representation, and parity worked to help them decide on committee membership. Toni explained that when creating committees, the co-chairs had looked at race, ethnicity, and gender balance. They did not want the committees to be unbalanced.

Toni asked the subcommittees to break into groups and discuss the place, date, and time of the first meetings, and regular monthly meetings.

Strategic Evaluation: 1st meeting on January 26th, 3-4 pm at25 Van Ness, regular meetings on the 1st Wednesday of every month, 3-5 pm at the 25 Van Ness.

Membership: 1st Thursday of every month, 11:00 am-1:00 pm, at 25 Van Ness.

Priority Setting: 1st meeting on February 15th, 2-4 pm, regular meetings on the 3rd Tuesday of every month, 2-4 pm, at 1930 Market Street, the AIDS Health Project.

8. BREAK

9. RESTRUCTURING PLAN FOR THE HPPC

(See attached overheads).
Toni reminded members that last year, she, Dredge, Larry, and a Restructuring Task Force, began a process to figure out how the Council can better work together. She then referred to the overhead, "Restructuring Task Force Plan for Restructuring the HPPC." She explained that the Task Force did not have answers for the trust issues, but that the Task Force hopes that with a better understanding of roles and accountability, and with better training and orientation, there will be more trust among Council members in the new year.

Toni explained that the Task Force had difficulty deciding how to deal with all the issues raised within the time frame it had been given. The Task Force decided that the work of restructuring must be on-going. It includes all members, not just the Task Force.

Toni stated that the Task Force's presentation of recommendations would require multiple roll call votes. If the Council votes on each item, there will be 28 roll call votes. If the Council votes on the recommendations by section, there will be 5 roll call votes. She asked Evelyn Wilson to further explain the options.

Evelyn suggested that members vote by section, and if there are items within the section that a member or members feel uncomfortable with, the member/s can withdraw the item for further discussion after the voting, and vote on the item separately. She also suggested that calling the question be decided by consensus, not by roll call voting, unless there is an objection to that, and then there will be a roll call vote on calling the question.

Toni asked how everyone felt about voting by section. There was consensus to vote by section.

María asked Monika or Evelyn to explain the process for withdrawing items from the section for later discussion. Monika responded that she will ask if anyone disagrees about keeping the item in the section, if someone says they disagree on keeping it, she will remove it.

Before reviewing the first section, Toni explained that because Al Cunningham could not be present at the meeting, he had sent a videotape of his presentation on IRP. There was also a printed copy of his presentation available at the meeting (see attached).

(see attached overhead of Restructuring Recommendations)
Sister presented Item 1.1 on the overhead.

Michael Bogan stated that Item 1.1 should include an additional role, #3, which would note that the HPPC would be more responsive to the community. Sister responded that the role/responsibility Michael Bogan suggested is mentioned in the 9 points from the Guidance.

María felt it was not clear what was meant in Item 1.1, "to be a leader in the nation regarding community planning and HIV prevention."

Michael Bogan responded that the idea behind the wording "to be a leader in the nation..." was that the HPPC wanted to add its own task to the list of tasks provided by the CDC.

David Pasquerelli stated that the HPPC should reject leadership from the CDC because the CDC is concealing data and pushes for mandatory HIV testing.

Michael Bogan and María both decided not to withdraw Item 1.1.

Sister presented Items 1.2 and 1.3. Bill Barnes asked that Item 1.3 be withdrawn because it only requires that one item on an agenda be a prevention item. He felt that there should be more than a minimum of one prevention item on the agendas. Item 1.3 was pulled for a later discussion and vote.

Sister presented Item 1.4. María requested that Item 1.4 be pulled because it is against the spirit of community input. Item 1.4 was pulled.

Items 1.5, 1.6 were presented by Sister and accepted by the Council for a vote. Sister presented Item 1.7 and María requested that it be pulled from the section for a later discussion and vote because she was unfamiliar with the "Respectful Process." Item 1.7 was pulled.

Sister presented Items 1.8 and 1.9 and they were accepted for a vote.

Sister presented Item 1.10 and María asked that it be pulled for a later discussion and vote. María felt that the entire HPPC, and not just co-chairs, should be more actively involved with contracts and consultants, and not just trained on how to use consultants and how contracts are implemented. Sister responded that it is implied, but not stated that the entire Council and not just co-chairs, are involved. María responded that she felt more clear on the Item and would not pull it for later discussion.

Michael DeMayo stated that he did not think Item 1.10 was clear. María asked that the Item be pulled. Item 1.10 was pulled for a later discussion and vote.

Sister stated that Items 1.3, 1.4, 1.7, and 1.10 were pulled for a later discussion and vote. He called the question on stopping discussion on Section 1. There was a general consensus to call the question. *There was a motion to vote on Section 1 (Items 1.1, 1.2, 1.5, 1.6, 1.8, and 1.9). The motion passed with 16 in favor and 0 opposed to accept the Restructuring Task Force'srecommendations in Section 1: Recommendations to HPPC, Its Committees, and Its Members Regarding HPPC Processes.*

In favor:	16
Opposed:	0
Abstain:	0
Absent:	5
Not present:	0
Total:	**21**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes	X				
Michael Bogan	X				
Carla Clynes	X				
Al Cunningham				X	
Michael Discepola	X				
Lyn Fischer-Ponce	X				
Kimberley Gallant	X				
Nancy Pollard					
Sister MaryMae Himm	X				
Janetta Johnson	X				
Melinda Martin	X				
Mazdak Mazarei	X				

Willi McFarland				X	
Larry Meredith	X				
John Newmeyer	X				
Jorge Ortiz	X				
J. Colin Partridge	X				
María Rinaldi	X				
Father River Sims				X	
Martha Ugarte-Ortiz	X				
John Blake West				X	
A. Toni Young					

Toni presented Section 2: Recommendations to DPH Regarding HPPC Staffing and Technical Support. She presented Item 2.1 and Bill Barnes requested that it be pulled so that a date or timeframe can be added. Item 2.1 was pulled for a later discussion and vote.

Toni presented Items 2.1 and 2.3. Sister explained that when developing Item 2.3, the Task Force felt it was necessary for the Council to have one full time DPH staff person who was fully aware and involved with the HPPC. Michael Discepola stated that the person to fulfill that role in 2000 is Tracey Packer. (Note from Tracey Packer: There will be several staff members working with the Council. Betty Chan-Lew and Tracey Packer will be the main contact people for the Council.

María stated that the roles of the HPPC as written in 1.1, include more than just the CDC mandates, as stated in 2.3. Monika responded that 2.3 should be worded..."enabling the HPPC to perform its CDC mandates *and other responsibilities*..." Toni suggested pulling the Item for a later discussion and vote. Item 2.3 was pulled.

Toni presented Item 2.4. Item 2.4 was pulled for a later discussion and vote.

Sister called the question on Section 2 and there was a general consensus agreement to call the question. The Council voted on Section 2 (Item2.2, only). Section 2, Item 2.2 passed with 16 in favor, and 0 opposed.

In favor:	16
Opposed:	0
Abstain:	0
Absent:	5
Not present:	0
Total:	**21**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes	X				
Michael Bogan	X				
Carla Clynes	X				
Al Cunningham				X	
Michael Discepola	X				
Lyn Fischer-Ponce	X				
Kimberley Gallant	X				
Nancy Pollard					
Sister MaryMae Himm	X				
Janetta Johnson	X				
Melinda Martin	X				
Mazdak Mazarei	X				
Willi McFarland				X	
Larry Meredith	X				
John Newmeyer	X				
Jorge Ortiz	X				
J. Colin Partridge	X				
María Rinaldi	X				
Father River Sims				X	
Martha Ugarte-Ortiz	X				
John Blake West				X	
A. Toni Young					

Lyn presented Section 3: Membership and Membership Committee Issues. Sister suggested that Item 3.1 be pulled.

Lyn presented Item 3.2 which was accepted for voting. She presented Item 3.3, which María asked be pulled because she felt that the HPPC has no right to contact supervisors of potential members. The Item was pulled for a later discussion and vote.

Lyn presented Item 3.4. Michael Bogan asked if committees could select community members who don't fit IRP. Sister responded that committees select members, and the Steering Committee can grant or deny the person membership on the committee. Michael Bogan responded that he would not pull the Item. Item 3.4 was accepted for voting.

Sister called the question and there was a general consensus from members to call the question. *There was a motion to accept Section 3 which included only Items 3.2 and 3.4. The motion passed with 15 in favor, 0 opposed and 1 abstaining.*

In favor:	15
Opposed:	0
Abstain:	1
Absent:	5
Not present:	0
Total:	**21**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes	X				
Michael Bogan	X				
Carla Clynes	X				
Al Cunningham				X	
Michael Discepola	X				
Lyn Fischer-Ponce	X				
Kimberley Gallant	X				
Nancy Pollard					
Sister MaryMae Himm	X				
Janetta Johnson	X				
Melinda Martin	X				
Mazdak Mazarei	X				
Willi McFarland				X	
Larry Meredith	X				
John Newmeyer	X				
Jorge Ortiz	X				
J. Colin Partridge	X				
María Rinaldi			X		
Father River Sims				X	
Martha Ugarte-Ortiz	X				
John Blake West				X	
A. Toni Young					

Michael Discepola presented Section 4: Proposed Changes to HPPC Bylaws and Other Documents Used by HPPC. He explained that Items 4.1, 4.5, and 4.8 need a majority vote, and the rest of the items need a 2/3 vote to pass because they deal with changes in the bylaws.

Sister suggested pulling the items that need a 2/3 vote. Monika responded that the items requiring 2/3 vote could be voted along with the other items. The Council decided to follow Monika's suggestion.

Michael Discepola explained that the bylaws had been changed from two absences allowed to three absences allowed, and three months leave of absence instead of six months.

Bill Barnes stated that in the current By-Laws people with HIV and other life threatening illnesses are excused. He asked if that is allowed in the revised version. Michael Discepola responded, yes, the three months leave of absence accommodates those with HIV and life threatening

illnesses. Bill Barnes stated that a leave of absence is planned, while those suffering with HIV don't plan their illnesses. Colin stated that Bill's issue is addressed in the exemption section.

Sister stated that the revision allows more absences that the current bylaws. Michael Bogan added that the revision is well written and he reassured Bill Barnes that he had had some of the same concerns, but they had all been addressed.

María stated that it is not clear why the Task Force added one allowed absence. She didn't feel that adding one allowed absence would address the problems with absences at Council meetings. She added that she wants to talk about giving special treatment to people who are HIV positive. Item 4.1 was pulled.

Sister pulled Item 4.2 for a later discussion and vote. Item 4.3 was accepted for voting. Michael Discepola said that Item 4.4 had been automatically pulled because it was contingent upon approval of 3.1, which had been pulled.

Michael Discepola presented Item 4.5. David Pasquerelli stated that the line "hierarchy among equals," was ridiculous. María asked what was meant by a "hierarchy among equals." Michael Bogan responded that the line refers to the terms inclusion, representation, and parity, not people.

María asked what was meant by the "trend of the epidemic" in Item 4.5, and added that she needed more clarification on Item 4.5, including who is using the term trend. Michael DeMayo responded that the trend is theoretically based on what's stated in the Epi-Chapter from the Plan.

Michael Discepola stated that Item 4.6 is important because San Francisco is different from the rest of the nation and its important for the HPPC to be responsive to San Francisco's unique community.

David Pasquerelli said that Item 4.6 should be pulled because AIDS is not an epidemic as stated in the Item. He suggested using the word "statistics" instead of "epidemic," which is an emotionally laden word.

Janetta asked that 4.6 be pulled from the section and Michael Bogan requested that 4.5 also be pulled from the section. Items 4.5 and 4.6 were pulled for a later discussion and vote.

Michael Discepola presented Item 4.7 which was pulled from the section by María. María explained that she did not pull items to obstruct anyone's work, she just needed clarity on several items.

Michael Discepola called the question on Section 4, and there was a consensus to call the question. There was a motion to vote on Section 4, which included only Items 4.3, and 4.8. Section 4 passed with 11 in favor, 0 opposed, and 5 abstaining.

In favor:	15
Opposed:	0
Abstain:	1
Absent:	5
Not present:	0
Total:	**21**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcas Bañales	X				
Bill Barnes	X				
Michael Bagan	X				
Carla Clynes	X				
Al Cunningham				X	
Michael Discepola	X				
Lyn Fischer-Pance	X				
Kimberley Gallant	X				
Nancy Pollard					
Sister MaryMae Himm	X				
Janetta Johnson	X				
Melinda Martin	X				
Mazdak Mazarei	X				
Willi McFarland				X	
Larry Meredith	X				
Jahn Newmeyer	X				
Jorge Ortiz	X				
J. Colin Partridge	X				
María Rinaldi			X		
Father River Sims				X	
Martha Ugarte-Ortiz	X				
Jahn Blake West				X	
A. Tani Yaung					

Larry introduced Section 5. Recommendations for Completion of Restructuring. He stated that over the past few weeks of the restructuring process, participants have debated the issue of continuing restructuring beyond January 2000. He reminded members of Al's videotaped statement which explains that the Steering Committee does not comply with IRP, so it is not the proper place to continue the restructuring process.

Bill asked that Item 5.1 be pulled from the vote, as a show of respect for Al. Item 5.1 was pulled for a later discussion and vote. Item 5.2 was also pulled because it is contingent upon Item 5.1.

Discussion of Items Pulled from the Sections

Monika requested that the person who had asked that an item be pulled from the section, explain his or her reasoning. Sister asked that the Restructuring Task Force first have the opportunity to explain its intentions for the item. Members agreed that they would begin discussion with Monika's suggestion instead of Sister's.

Item 1.3 Bill Barnes explained that because the Council had decided that the 9 points from the Guidance should be cross-referenced with every agenda item, it seemed that the Council should always talk about prevention.

Sister responded that the Council spends a lot of time on process, and the Task Force felt it was important that there be some discussion of prevention at every meeting, even if a large amount of the meeting was about process. Sister explained that the operative words were "at least one."

Michael Discepola called the question. María seconded it. The Council voted on accepting the recommendation in Item 1.3. The motion passed with 14 in favor and 1 opposed.

In favor:	14
Opposed:	1
Abstain:	0
Absent:	5
Not present:	1
Total:	**21**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales					X
Bill Barnes		X			
Michael Bogan	X				
Carla Clynes				X	
Al Cunningham				X	
Michael Discepola	X				
Lyn Fischer-Ponce	X				
Kimberley Gallant	X				
Nancy Pollard					
Sister MaryMae Himm	X				
Janetta Johnson	X				
Melinda Martin	X				
Mazdak Mazarei	X				
Willi McFarland				X	
Larry Meredith	X				
John Newmeyer	X				
Jorge Ortiz	X				
J. Colin Partridge	X				
María Rinaldi	X				
Father River Sims				X	
Martha Ugarte-Ortiz	X				
John Blake West				X	
A. Toni Young					

Item 1.4 María explained that 1.4 doesn't give the community opportunity to be involved with implementation. Decision making on implementation should not be closed to the program manager. It should be open to everyone, at which time the HPPC can decide if it's within purview.

Michael Bogan stated that he understood the Task Force's reasoning behind 1.4, but he rejected it because it's contradictory because it says, "the HPPC shall not be involved directly with implementation," then states, "if there is an implementation issue that requires HPPC input."

Sister explained that the idea behind Item 1.4 is that the Council decided that its purview is priority setting, not implementation. Implementation is the job of the DPH, but on those occasions when there is a question about the implementation matching the priorities, then the HPPC can become involved.

Michael Bogan stated that he had a point of order question. He asked if the Council would consider changing the language of 1.4. Toni responded, yes, a language change can be considered.

Colin stated that the Council should tease apart the sentences of Item 1.4. He said that the program manager has always had contact with the HPPC, but that the point behind the item, was that the primary focus of the Council is prevention and not implementation.

Lyn stated that the original discussion about the HPPC and implementation was only in regards to contract issues. The original decision was that the HPPC was not to get involved with contract issues.

Bill stated that if someone has a difficult time with DPH, the HPPC should be there to help. But that should not occur too often. He said that the item sounded too restrictive.

María said that priority setting is the purview of the HPPC, not implementation. But if implementation does not reflect the HPPC's priority setting, the HPPC should have a right to intervene.

Toni gave an example of a group that came to the HPPC for support, but there was nothing the HPPC could do about their problem.

Larry stated that anyone could come to the HPPC and discuss a topic within the time allotted. If an implementation issue requires HPPC input, the program manager should contact the Steering Committee for clarification. The lack of an appeal process at the AIDS Office has made the HPPC an escape valve. Now the office has an appeal process so that won't continue to happen. But there is always an opportunity for people to come before the body to protest.

Marcos asked if there was a way for members to be involved, rather than just the program manager and the Steering Committee.

Sister made a motion that Item 1.4 go back to the Steering Committee for re-wording, and return to the Council for approval next month. María seconded the motion.

Bill Barnes stated that he opposed the motion because the Council did not agree to assign the Steering Committee the task of completing restructuring. Sister disagreed with Bill, stating that the Council can assign the Steering Committee this particular task without assigning other tasks.

Sister called the question. There was general consensus to call the question.

The motion to refer Item 1.4 to the Steering Committee for re-wording and for it to return to the Council for a vote passed, with 12 in favor, 2 opposed, and 2 abstaining.

In favor:	12
Opposed:	2
Abstain:	2
Absent:	5
Not present:	0
Total:	**21**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes		X			
Michael Bogan	X				
Carla Clynes				X	
Al Cunningham				X	
Michael Discepola		X			
Lyn Fischer-Ponce	X				
Kimberley Gallant	X				
Nancy Pollard					
Sister MaryMae Himm	X				
Janetta Johnson	X				
Melinda Martin	X				
Mazdak Mazarei			X		
Willi McFarland				X	
Larry Meredith	X				
John Newmeyer	X				
Jorge Ortiz	X				
J. Colin Partridge	X				
María Rinaldi	X				
Father River Sims				X	
Martha Ugarte-Ortiz			X		
John Blake West				X	
A. Toni Young					

Monika stated that the Council should discuss how to handle the remaining "pulled" items, due to the time limit. She opened the floor for suggestions on how to handle the remaining items.

Bill suggested extending the meeting ½ hour, until 6:30 pm.

Some members announced that they could not stay an extra ½ hour.

Sister stated that the items he pulled needed only clarification and small changes in wording, so it would be redundant to send the items to Steering. He recommended that the Council discuss the items at the next full Council meeting.

There was a motion to extend the meeting ½ hour.

Sister asked Evelyn Wilson the Brown Act policy on extending a meeting. Evelyn responded that the School Board extends meetings, so there should be no problem with extending the meeting.

Colin said that he felt most comfortable with first discussing the items that were pulled by members who had to leave at 6 pm, and then discussing the remaining items during the extra half-hour.

The question was called and there was a vote on the motion to extend the meeting until 6:30. The motion did not pass, with 4 in favor, 10 opposed, and 2 abstaining.

In favor:	4
Opposed:	10
Abstain:	2
Absent:	5
Not present:	0
Total:	**21**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes	X				
Michael Bogan		X			
Carla Clynes				X	
Al Cunningham				X	
Michael Discepola	X				
Lyn Fischer-Ponce		X			
Kimberley Gallant		X			
Nancy Pollard					
Sister MaryMae Himm		X			
Janetta Johnson		X			
Melinda Martin		X			
Mazdak Mazarei			X		
Willi McFarland				X	
Larry Meredith		X			
John Newmeyer		X			
Shawn O'Hearn					
Jorge Ortiz		X			
J. Colin Partridge	X				
María Rinaldi			X		
Father River Sims				X	
Martha Ugarte-Ortiz		X			
John Blake West				X	
A. Toni Young					

María made a motion that the remaining items be discussed at the next HPPC meeting. Sister seconded the motion, emphasizing that the discussion should be continued exactly as it is.

Michael Discepola made a friendly amendment that until the next HPPC meeting,those who have concerns get clarification from co-chairs and RTF members about the remaining items. The motion passed with 10 in favor, 1 opposed, and 4 abstaining.

In favor:	10
Opposed:	1
Abstain:	4
Absent:	6
Not present:	0
Total:	**21**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes		X			
Michael Bogan			X		
Anthony Cadavas					
Carla Clynes				X	
Al Cunningham				X	
Michael Discepola			X		
Lyn Fischer-Ponce			X		
Kimberley Gallant				X	
Nancy Pollard					
Sister MaryMae Himm	X				
Janetta Johnson	X				
Melinda Martin	X				
Mazdak Mazarei	X				
Willi McFarland				X	
Larry Meredith	X				
John Newmeyer	X				
Shawn O'Hearn					
Jorge Ortiz			X		
J. Colin Partridge	X				
María Rinaldi	X				
Father River Sims				X	
Martha Ugarte-Ortiz	X				
John Blake West				X	
A. Toni Young					

10. CLOSURE/EVALUATION

The meeting adjourned at 6:00 pm.

11. NEXT HPPC MEETING: February 10, 2000, 3-6 pm, @ the Mayor's Conference Room at City Hall (Room 201)

Minutes written by:Lisa Manning, Polaris R & D, Inc.
Minutes reviewed by: Tracey Packer, DPH and Michael Discepola, Co-chair

Attachments:
HPPC Scope of Work 2000, January 13, 2000, overheads
Al Cunningham's Presentation to the SF HIV Prevention Planning Council , Thursday, 13 January 2000
Restructuring Task Force Plan for Restructuring the HPPC, January 13, 2000, overheads
HPPC Restructuring Task Force Scope of Work and Proposed Plan for Restructuring the HPPC, January 3, 2000
Addendum 1
Addendum 2

Attachments for Absent members:
San Francisco Monthly STD Report, November
AIDS Monthly Surveillance Summary, November
Quarterly AIDS Surveillance Report, AIDS Cases Reported Through December 1999
HIV/AIDS Among Racial/Ethnic Minority men Who Have Sex with men—United States 1989-1998
San Francisco Special Population Action Team Flyer
DPH Employment Opportunity Announcement
SF HIV Prevention Planning Council Co-chairs Report January 13, 2000
HIV Prevention Director's Report January 13, 2000
2000 HPPC Council and Committees Meeting Calendar
HPPC Scope of Work 2000, January 13, 2000, overheads
Al Cunningham's Presentation to the SF HIV Prevention Planning Council , Thursday, 13 January 2000
Restructuring Task Force Plan for Restructuring the HPPC, January 13, 2000, overheads
HPPC Restructuring Task Force Scope of Work and Proposed Plan for Restructuring the HPPC, January 3, 2000
Addendum 1
Addendum 2

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HIV Prevention Planning Council Meeting
Thursday, February 10, 2000
Mayor's Conference Room at City Hall
Van Ness at Grove, San Francisco

Meeting called by Co-Chairs: Michael Discepola, Larry Meredith, A Toni Young

All agenda items include time for public comment

3:00pm	Food, Welcome, Introductions, Announcements	Michael Discepola
3:15pm	Review and Approval of Minutes	Michael Discepola
3:20pm	General Public Comment	Michael Discepola
3:35pm	New Business/Council Member Agenda Input	Michael Discepola
3:45pm	Co-Chairs Report	Michael Discepola, Larry Meredith, A Toni Young
3:50pm	Restructuring Plan Recommendations	Michael Discepola, Larry Meredith, A Toni Young

The Council began discussion of the recommendations of the Restructuring Task Force (RTF) at the January meeting. The Council discussed each Section and removed some items for further discussion. Other items were put up for votes (see minutes for summary of removed items and votes). The discussion at this meeting will cover the items removed for further consideration. In addition, the Council asked the Steering Committee to reword Item 1.4 for presentation to the Council at this meeting. The Steering Committee will present these recommendations.

Note: This agenda item relates to #2 in the CDC Guidance: The role of the planning group in the HIV prevention community planning process is to determine the technical assistance needs of the community planning group to enable it to execute an effective planning process. MULTIPLE VOTES

4:50pm BREAK

5:00pm Plan for Revising the Epidemiologic Profile of the HIV Prevention Plan(Harder+Co.)

This year the HPPC will review and revise the Epi Profile Chapter in the Plan. The Co-Chairs and Harder+Co. staff will explain how the Epi Working Group will accomplish this task. The Co-Chairs will establish the Epi Working Group by asking for members to join.

Note: This agenda item relates to #3 in the CDC Guidance: The role of the planning group in the HIV prevention community planning process is to carefully review available epidemiologic, evaluation, behavioral and social science, cost and cost-effectiveness, needs assessment, and resource inventory data and other information required to identify and prioritize HIV prevention needs.

5:10pm Tenemos: Harm Reduction Ministry with Street Youth — Father River Sims, Terry Sullivan

Father River Sims, an HPPC member, and Terry Sullivan will use a slide presentation to describe the work they do with young people who live or hang out on the streets in San Francisco.

Note: This agenda item relates to #3 in the CDC Guidance: The role of the planning group in the HIV prevention community planning process is to carefully review available epidemiologic, evaluation, behavioral and social science, cost and cost-effectiveness, needs assessment, and resource inventory data and other information required to identify and prioritize HIV prevention needs.

5:50pm Recruitment of an At-Large Member to the Steering Committee
The Steering Committee will be asking for nominations for the At-Large Member to the Steering Committee. At-Large Members are HPPC members and are not chairs or co-chairs of their committee. At-Large Members are regular members of the Steering Committee with voting responsibilities.
Note: This agenda item also relates to #2 in the CDC Guidance (see above).

5:55pm Closure and Evaluation

Note: All meetings are open to the public and are held in handicapped accessible facilities. Allotted time periods for agenda items are approximate and may require adjustments.

UPCOMING MEETINGS:
HPPC Meeting: Thursday, March 9, 3pm-6pm, Location TBA

Know your rights under the Sunshine Ordinance: Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the city and county exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

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HIV PREVENTION PLANNING COUNCIL
Minutes of February 10, 2000

1. FOOD, WELCOME, INTRODUCTIONS, AND ANNOUNCEMENTS
All attending the meeting introduced themselves. A series of announcements were made including but not limited to: availability of an At-large seats on the Strategic Evaluation and Steering Committees; upcoming interviews that the Process Evaluation Team will be conducting with council members; and acknowledgements for Dredge Kang and Kate MacLaughlin.

2. REVIEW AND APPROVAL OF THE JANUARY 10, 2000 MINUTES
The minutes were approved.

3. GENERAL PUBLIC COMMENT
Steve King, David Pasquarelli, Michael Petrelis, Todd Swindell, Betty Best, Tate Swindell, and Ronnie Burk spoke. Several members of the Council addressed issues that arose during the public comment. See full minutes.

4. NEW BUSINESS/COUNCIL MEMBER AGENDA INPUT
Michael Discepola announced that SFDPH has convened a Rave Club Drug Task Force and invited council members to get involved. He would like the Council to hear a presentation by the Task Force. Bill Barnes alerted the Council that San Francisco had not received any funds from a recent increase in AIDS funding available from California Department of Health Services.

5. CO-CHAIRS REPORT
Larry Meredith announced that Steven Tierny will be the new Director of the HIV Prevention Section as of March 6,2000. The April HPPC meeting date was changed to Thursday, April 20.

6. RESTRUCTURING PLAN RECOMMENDATIONS
Council members presented items that had not been passed during the January Restructuring Presentation. See attached overheads. Item 1.4A, 1.4B (formerly 1.4), Item 1.7, 1.10, 2.1, 2.3, and 2.4 were approved. Friendly amendments were made to items 1.4B, 2.1, and 2.3. The Council voted to continue discussion on Item 3.1, Changes to Membership Policies, and remaining items at the next meeting.

7. BREAK

8. TEMENOS: HARM REDUCTION MINISTRY WITH STREET YOUTH
Father River Sims from the Temenos Catholic Worker made a presentation to the Council. He described the population he works with, the approach that he takes, the methods he uses, and the programs that Temenos has for youth. Guests from the HIV Prevention Program (HPP) spoke about HPP's city-wide needle exchange program.

9. CLOSURE/EVALUATION

10. NEXT HPPC MEETING: THURSDAY, MARCH 9, 3-6 PM AT CITY HALL (Mayors Conference Room)

Minutes written by: Cicily Emerson, Polaris R & D, Inc.
Minutes reviewed by: Tracey Packer, DPH
(Co-Chairs unavailable for review)

HIV PREVENTION PLANNING COUNCIL
Minutes of February 10, 2000

Members Present:
Marcos Bañales
Bill Barnes
Michael Bogan
Carla Clynes
Al Cunningham
Michael Discepola
Kimberley Gallant
Sister MaryMae Himm
Janetta Johnson
Mazdak Mazarei
Willi McFarland
Larry Meredith
John Newmeyer
Jorge Ortiz
Maria Rinaldi
Father River Sims
John Blake West

Members Absent:
Melinda Martin (on leave)
J. Colin Partridge
Nancy Pollard
Martha Ugarte-Ortiz
A.Toni Young

Parliamentarian:
Evelyn Wilson

Facilitator:
Monika Hudson

DPH/HIV Prevention Section:
Gigi Gregory
Betty Chan Lew
Kate MacLaughlin
Tracey Packer
John Papustan

Guests:
Betty Best, ACT Up! San Francisco
Erick Brown, BCA
Ronnie Burk, ACT Up! San Francisco
Dredge Kang
Steve King, Urban Health Study
Melanie Meegan, HIFY
David Pasquerelli, ACT Up! San Francisco
Michael Petrelis
Terry Sullivan, Tenemos Catholic Worker
Tate Swindell, ACT Up! San Francisco
Todd Swindell, ACT Up! San Francisco
Rebeka Wawryszcek, SAGE

Harder + Co.:
Dara Coan
Michael DeMayo
Process Evaluation Team:
Kevin Roe
Wendy Hussey
Polaris R & D, Inc.:
Cicily Emerson
Lisa Manning

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1. FOOD, WELCOME, INTRODUCTIONS, AND ANNOUNCEMENTS

Announcements

John Newmeyer-gave copies of a Bay Guardian article by Bruce Mirken to the Council.

Sister MaryMae Himm -announced the Strategic Evaluation Committee has community seats available. He asked council members to please recruit from service providers to fill this slot.

Al Cunningham- last week was elected Chair of the Membership Committee. Al distributed a draft of the membership application and asked for council members to review for feedback. Contact him by email or fax for any suggested changes.

Maria Rinaldi- invited all to a prevention event at Pan Dulse for Institute Familiar de La Raza.

Kevin Roe- announced the Evaluation Team will be conducting thirty minute interviews with all council members. Wendy will contact members to make arrangements.

Willi MacFarland- will be away next month. He distributed SFDPH Quarterly AIDS Surveillance Report.

Larry Meredith- acknowledged Dredge Kang with an award in recognition of his work as a Community Co-Chair for the HPPC. He also acknowledged Kate MacLaughlin for her work for the HPPC and the HIV Prevention Section.

Gigi Gregory-announced upcoming "Share Your Expertise" forum from the Special Population Action Team on March 31 from 9am-1:30pm. She distributed a registration form and hoped the HPPC members could attend. She also announced HIV and Women mural kick off event on March 4th and passed out flyers.

Betty Chan Lew- announced that she had an updated version of the HPPC Council and Committee calendar that includes the schedule for the Priority Setting Committee.

2. REVIEW AND APPROVAL OF THE JANUARY 10, 2000 MINUTES

The minutes were approved.

In favor:	9
Opposed:	0
Abstain:	7
Absent:	4
Not present:	1
Total:	**21**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes			X		
Michael Bogan	X				
Carla Clynes	X				
Al Cunningham			X		
Michael Discepola					
Lyn Fischer-Ponce			X		
Kimberley Gallant	X				
Sister MaryMae Himm			X		
Janetta Johnson	X				
Melinda Martin				X	
Mazdak Mazarei			X		
Willi McFarland	X				
Larry Meredith	X				
John Newmeyer	X				
Jorge Ortiz					X
J. Colin Partridge				X	
María Rinaldi			X		
Father River Sims	X				
Martha Ugarte-Ortiz				X	
John Blake West			X		
A. Toni Young				X	

3. GENERAL PUBLIC COMMENT

Steve King distributed the most recent data from UCSF's Urban Health Study of injection drug users.

David Pasquarelli announced that ACT Up! has meetings every Monday at 7: 30 pm at 1884 Market Street. He stated his concerns about the AIDS epidemic. Specifically, there is confusion about the rate of transmission, toxicity of drugs, efficacy of tests, reduction of services for AIDS service providers, and funding spent on experiments. There are not enough HPPC members that are HIV positive. He announced he had applied to be on the HPPC. He gave out copies of two Nicholas Regush articles.

Michael Petrelis cited data from the DPH AIDS surveillance report: white cases had decreased; black cases had decreased; and hispanic cases had increased. He stated he was concerned that the overall reduction in transmission was not discussed by the HPPC. He stated not enough HIV positive people, like himself, are involved in the HIV prevention process in San Francisco. He was concerned that Co-Chair A.Toni Young was involved in a court case involving equipment.

Todd Swindell announced that there is a "Question HIV" discussion group from 3-5pm at 1884 Market Street, the first Sunday of every month. He stated his concern about negative and homophobic HIV prevention messages that originate from both the CDC and from San Francisco. He talked about how these messages may be affecting gay youth from rural areas.

Betty Best drew the Council's attention to a magazine from London called "The Continuum" that contained an article by a medical researcher, Robert Neraldo, that stated all people test positive for HIV. She urged the Council members to find about more about the accuracy of HIV testing.

Tate Swindell stated his concern about the accuracy of HIV testing. He urged a hearing on this issue.

Ronnie Burk spoke of his concern about the death of people using HIV medications. He asked when the March hearing would be scheduled. He commented on the behavior of Kimberley Gallant and Michael Bogan at a previous meeting. He argued the need for HIV positive males on the HPPC. He thought many of the committee members were careerists. He is concerned about the Mayor's policy about recommending drugs to those that are HIV positive.

Several members of the Council made comments.

Michael Bogan wanted to state that he did not think and would never have said that any member of the public that addressed the Council was crazy.

Bill Barnes referred to the HPPC's rules of respectful engagement. He felt that public comment involving alleged court cases and personal medical situations was problematic.

Father River Sims said that he felt that some of the public comments had been belligerent, violent and disrespectful.

Sister MaryMae Himm stated that as a gay, HIV positive male on medication, he found personal attacks and assumptions from the public regarding individual medical choices insulting. He moved to put Respectful Engagement on the Parking Lot as an item for discussion. This was seconded by Father River Sims.

Maria Rinaldi stated she believed HIV caused AIDS but was open to other points of view. She stated that the Council had been given a lot of material from ACT UP, yet the issues that were brought up have remained unaddressed. She thought the Council needed to listen to the message the public was giving them about the number of HIV positive individuals on the Council. She decided to serve on the Membership Committee to address the representation issue.

Marcos stated that he was glad to hear that HIV numbers are going down. He questioned the information in the magazine that said every one tests positive. At his agency people test negative all the time. Additionally, his program gives every patient a choice regarding taking medication. Not all programs and clinics force or recommend patients to do so.

Al Cunningham stated that as a Chair of the Membership Committee, he would make sure that David Pasquerelli's application for the Council is considered, as all others are, in the process. He asked whether the question of whether HIV causes AIDS have anything to do with preventing the spread of HIV. He did not find the discussion relevant to the work of the HPPC.

John Newmeyer stated that the HPPC as a body accepts the basic science that HIV causes AIDS. Activists concerned with this issue should address medical researchers who have found this to be true.

Michael Discepola noted the Council's need to move forward with the agenda. He asked that those who still had comment to put them in writing. Further comments would be considered at the end of the meeting if there was time.

4. NEW BUSINESS/COUNCIL MEMBER AGENDA INPUT

Michael Discepola announced that the DPH has convened a Rave Club Drug Task Force that is meeting Tuesday 15th from 6-8pm on the 4th floor of 1380 Howard street. The group will also be focusing on HIV prevention and drug use. He urged anyone who is interested to attend. The Task Force will be making recommendations to DPH regarding policy issues.

Maria requested that the people who today had made Public Comment be put on a future agenda to formally discuss their issues with the Council as a matter of New Business. Michael explained that in fact the item remained on the Parking Lot with other items that were waiting to be put on the HPPC agenda.

Bill Barnes announced that he had a document from the State Department of Health Services about a $12.9 million increase in AIDS funding state-wide. San Francisco did not receive any of this increase in funding. Perhaps this is an issue that the HPPC would like to discuss.

Al announced the Membership Committee's desire to present and to discuss the recruitment process at the next meeting. Michael responded that Al would be able to present this at the Steering Committee, because he will now be attending as a committee chair.

David Pasqarelli would like to know when the AIDS dissident position would be discussed. The minutes of last HPPC meeting documented that Sister MaryMae Himm said the item would be on March or April's agenda. He wanted to know when it would be discussed, and what the format would be, to allow ACT Up to prepare for the discussion. Sister responded that the item had been forwarded to Strategic Evaluation by the Steering Committee, but they had forwarded the item back to the Steering Committee. David countered that he felt that the Council was stonewalling and that it was not fair or respectful to the public.

Michael Petrelis stated that he had previously requested guidelines about the working of the Council similar to the green and red guide published by Ryan White Council. He stated that he had been told that he would have the rules last year. He felt that the Council was constantly referring to "the rules" but he had not seen them. He asked to discuss last year's quarterly report.

5. CO-CHAIRS REPORT

Larry distributed the Directors Report to the Council (see Attachments). He announced that Steven Tierny (former HPPC member) has accepted the position of Director of the HIV Prevention Section. He will start in early March, and will be attending the next HPPC meeting. He also drew attention to a letter from Mitch Katz, Director of DPH, regarding the budget dilemma.

Bill Barnes wanted to know how certain committee members received financial support to go to the Community Planning and Leadership Summit. Maria explained that the attending members had been chosen through a random name drawing process. All who expressed their interest to Betty prior to January 29th had been in the raffle.

Lyn questioned whether Toni's appointment to the California HIV Planning Group (CHPG) would affect her work as a Co-Chair for the HPPC. Michael responded that he did not think her appointment would hinder her work as Co-Chair. He thought her appointment would provide a link to the state planning efforts for the HPPC.

Maria wanted to know the impact of the DPH budget cuts on Prevention Services. She questioned why DPH was being cut while a surplus existed according to the Mayor. Bill Barnes replied that the Mayor's office was not in charge of DPH's funding. The Health Commission determines DPH funding, which is forwarded to the Mayor, and then to the Board of Supervisors.

Larry urged people to attend the Health Commission meetings, and to look at the information posted on the city's website. He stated that programs can be effective in lobbying the Mayor's

office and the Board of Supervisors to increase funding. He added that the budget reductions will affect services and the system of care, but not prevention.

Michael Discepola proposed to move the April HPPC meeting to the April 20, 3rd Thursday of the month because of a conflict with the California HIV Planning Group's spring meeting which will be held in San Francisco. The Council accepted this proposition by consensus.

Michael Petrelis requested a copy of CDC's goals and objectives as stated in the Cooperative Agreement which are referred to in the Co-Chairs Report. Tracey will send him a copy by mail.

6. RESTRUCTURING PLAN RECOMMENDATIONS

Michael Discepola announced that the Council was going to review and vote on the remaining items on the Restructuring Plan. A handout containing all overheads was distributed (see attachments).

Sister explained the process by which they would proceed. Each item previously pulled would be presented again. The speaker will then address concerns regarding the item, open the item for discussion, and then call to a vote.

Sister presented Item 1.4 as it was previously worded (see attachments), and reminded the Council that they had voted at the last meeting to have the Steering Committee reword the item. There were two issues within the item: clarification that the HPPC does not have a role in contract management; and the HPPC's role in responding to community concerns about the implementation of HPPC priorities. He stated that therefore two separate items were needed, which he presented.

- *Item 1.4A* The HPPC shall not be involved directly with contract management issues. This is the role of the HIV Prevention Section.

- *Item 1.4B* A community body may petition the Steering Committee of the HPPC to express concerns about the substance or implementation of priorities established by the Council.

Bill Barnes proposed that on Item 1.4B, the words "community body" be changed. He also was concerned about having community members approach the Steering Committee rather than the full Council. Sister responded that he felt that Steering was the best place for this considering those attending the Steering Committee meetings were chosen by other council members as their representatives. Michael Bogan agreed with Sister that first petitioning the Steering Committee was the most appropriate process. He agreed that "body" should be stricken from Item 1.4B. Friendly amendments were suggested to the wording to change "body" to "member" (Sister), to "anybody" (Maria) and to "any interested person" (John Blake West).

Maria thought the language was unclear. Sister went into more detail about the items and their intention. Maria stated that, if a program is not implemented well, the HPPC priorities are affected. She felt the language was too harsh in not allowing programs to talk to the HPPC.

Michael Bogan stated that he thought it was proper for the Steering Committee to determine whether a matter was appropriate for discussion with the HPPC. Maria replied she thought the policy should be more open to the community.

There was consensus to call the questions.

The motion to approve Item 1.4 A passed with 15 in favor, 1 opposed, and 1 abstention.

In favor:	15
Opposed:	1
Abstain:	1
Absent:	4
Not present:	0
Total:	**21**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes	X				
Michael Bogan	X				
Carla Clynes	X				
Al Cunningham	X				
Michael Discepola					
Lyn Fischer-Ponce	X				
Kimberley Gallant	X				
Sister MaryMae Himm	X				
Janetta Johnson	X				
Melinda Martin				X	
Mazdak Mazarei	X				
Willi McFarland	X				
Larry Meredith	X				
John Newmeyer	X				
Jorge Ortiz			X		
J. Colin Partridge				X	
María Rinaldi		X			
Father River Sims	X				
Martha Ugarte-Ortiz				X	
John Blake West	X				
A. Toni Young				X	

The motion to approve Item 1.4 B with a friendly amendment "any interested person" in exchange for "a community body" was passed, with 12 in favor, 4 opposed, and one abstention.

In favor:	12
Opposed:	4

Abstain:	1
Absent:	4
Not present:	0
Total:	**21**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes		X			
Michael Bogan	X				
Carla Clynes		X			
Al Cunningham	X				
Michael Discepola					
Lyn Fischer-Ponce	X				
Kimberley Gallant	X				
Sister MaryMae Himm	X				
Janetta Johnson			X		
Melinda Martin				X	
Mazdak Mazarei	X				
Willi McFarland	X				
Larry Meredith	X				
John Newmeyer	X				
Jorge Ortiz		X			
J. Colin Partridge				X	
María Rinaldi	X				
Father River Sims		X			
Martha Ugarte-Ortiz				X	
John Blake West	X				
A. Toni Young				X	

Sister then presented item 1.7 and 1.10.

- *Item 1.7* HPPC members and Co-chairs shall be oriented and mentored to become "specialists" in the tools that we have now to ensure that HPPC fulfills its roles and responsibilities. These tools include the CDC Guidance, the Plan, the Standing Rules and the Roles and Responsibilities document, the Bylaws, Roberts Rules of Order, Respectful Process, and Meeting Guidelines.

- *Item 1.10* The HPPC shall be trained regarding how consultants are used and how the contracts are implemented.

Referring to Item 1.7, explained that previously the Council was concerned about what was meant by "Respectful Process" and "Meeting Guidelines". He explained that "Meeting Guidelines" refers to what is officially titled "Meeting Participation Guidelines" within the standing rules. "Respectful Process" refers to "Principles of Respectful Engagement" taken from the State Working Group. The Item was designed to ensure that the Co-chairs and members are properly oriented towards their work and membership on the Council.

Michael DeMayo had suggested Item 1.10 to clarify the roles and responsibilities of the consultants.

Maria stated that she thought the HPPC should be involved in decisions regarding consultants. She thought the HPPC should be sharing responsibility with the DPH as stated in the CDC guidelines. Bill Barnes replied they were bound to operate under the CDC guidelines and it was his understanding that Item 1.7 and 1.10 addressed training and education of council members. Michael De Mayo referred to a document about the role of Technical Support in the planning process that was given out last year. He questioned what Maria was referring to, the role of Technical Support or their Scope of Work. Maria responded that she was referring to everything.

Monika noted they had already spent the allotted time on this discussion, and asked if the Council needed more time. The consensus was for the question to be called.

Motion to approve Items 1.7 and 1.10 passed with 15 in favor, 1 opposed, and 1 abstention.

In favor:	*15*
Opposed:	1
Abstain:	1
Absent:	4
Not present:	0
Total:	**21**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes	X				
Michael Bogan	X				
Carla Clynes	X				
Al Cunningham	X				
Michael Discepola					
Lyn Fischer-Ponce	X				
Kimberley Gallant			X		
Sister MaryMae Himm	X				
Jonetta Johnson	X				
Melinda Martin				X	
Mazdak Mazarei	X				
Willi McFarland	X				
Larry Meredith	X				
John Newmeyer	X				
Jorge Ortiz	X				
J. Colin Partridge				X	
María Rinaldi		X			
Father River Sims	X				
Martha Ugarte-Ortiz				X	
John Blake West	X				

A. Toni Young				X	

Michael Discepola presented Item 2.1, 2.3, and 2.4.

- *Item 2.1* The DPH should work to fully staff the Prevention Section as written in the CDC Cooperative Agreement to ensure that the HPPC, its committees, and members have easy and timely access to information and staff support, enabling the HPPC to perform its CDC mandates in a competent and effective manner.

He explained that this item had been pulled because it lacked reference to a particular time frame or allotment by which DPH was bound. He stated that the Restructuring Task Force had specifically left this out of the item because they did not think it was appropriate for the HPPC to exert pressure on the Prevention Section, or dictate a particular time frame. As a Council, their role is to make recommendations and be respectful of DPH's process.

Bill Barnes stated that he had made the request to pull Item 2.1 at the previous meeting because he felt that if a recommended time frame was included in the item, the Council could later revisit DPH's progress. Michael Discepola responded that he thought that the DPH was already headed in the direction desired, citing that a new director had been hired. Sister stated that he would prefer the DPH take its time in finding appropriate staff rather than forced to make hasty staffing decisions to meet a deadline.

- *Item 2.3* The HIV Prevention Section should allocate one single point of contact to attend to HPPC business to ensure that the HPPC, its committees, and members have easy and timely access to information and staff support, enabling the HPPC to perform its CDC mandates in a competent and effective manner.

Michael Discepola stated that this item had been pulled because of concerns with the wording.

Sister motioned that "and other responsibilities" be added after "CDC mandates" as a friendly amendment. There were no objections from the Council. Dara suggested that they should also add this amendment to Item 2.1 because the items used identical language. The Council agreed.

- *Item 2.4* There should be an adequate allocation of DPH staff time to the Membership Committee.

He explained that this item was included because the Membership Committee required a substantial amount of administrative staff time, and Technical Support would not be working with the committee this year.

There was a move to call the question. Bill Barnes moved to the call the items separately, which was accepted.

The motion to approve Item 2.1 was passed with 14 in favor 1 opposed and 2 abstentions. Willi McFarland's abstention was due to conflict of interest.

In favor:	14
Opposed:	1
Abstain:	2

Absent:	4
Not present:	0
Total:	**21**

Member	In favor	Opposed	Abstain	Absent	Nat present
Marcas Bañales	X				
Bill Barnes		X			
Michael Bagan	X				
Carla Clynes	X				
Al Cunningham	X				
Michael Discepola					
Lyn Fischer-Ponce	X				
Kimberley Gallant	X				
Sister MaryMae Himm	X				
Janetta Johnson	X				
Melinda Martin				X	
Mazdak Mazarei	X				
Willi McFarland			X		
Larry Meredith	X				
John Newmeyer	X				
Jorge Ortiz	X				
J. Calin Partridge				X	
María Rinaldi			X		
Father River Sims	X				
Martha Ugarte-Ortiz				X	
Jahn Blake West	X				
A. Toni Young				X	

The motion to approve item 2.3 passed with 14 in favor, 0 opposed and 3 abstentions. Willi McFarland's abstention was due to conflict of interest.

In favor:	14
Opposed:	0
Abstain:	3
Absent:	4
Not present:	0
Total:	**21**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcas Bañales	X				
Bill Barnes			X		
Michael Bogan	X				
Carla Clynes			X		
Al Cunningham	X				
Michael Discepola					

Lyn Fischer-Ponce	X				
Kimberley Gallant	X				
Sister MaryMae Himm	X				
Janetta Johnson	X				
Melinda Martin				X	
Mazdak Mazarei	X				
Willi McFarland			X		
Larry Meredith	X				
John Newmeyer	X				
Jorge Ortiz	X				
J. Colin Partridge				X	
María Rinaldi	X				
Father River Sims	X				
Martha Ugarte-Ortiz				X	
John Blake West	X				
A. Toni Young				X	

The motion to approve item 2.4 was passed with 13 in favor, 1 opposed and 3 abstentions. Willi McFarland's abstention was due to conflict of interest.

In favor:	13
Opposed:	1
Abstain:	3
Absent:	4
Not present:	0
Total:	**21**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes		X			
Michael Bogan	X				
Carla Clynes	X				
Al Cunningham	X				
Michael Discepola					
Lyn Fischer-Ponce	X				
Kimberley Gallant	X				
Sister MaryMae Himm			X		
Janetta Johnson	X				
Melinda Martin				X	
Mazdak Mazarei	X				
Willi McFarland			X		
Larry Meredith	X				
John Newmeyer	X				
Jorge Ortiz	X				
J. Colin Partridge				X	

María Rinaldi			X		
Father River Sims	X				
Martha Ugarte-Ortiz				X	
John Blake West	X				
A. Toni Young				X	

Lyn presented item 3.1.

- *Item 3.1* Changes to the Membership Policies and Procedures document from the Standing Rules are proposed (see handout).

She asked all to look at a document presented previously by the Membership Committee outlining changes to the Standing Rules. She pointed out that section 2 concerns the recruitment and selection process. She reminded the Council that the controversial sections of the document included section 2.1 A regarding the composition of the Council. The proposed change was from 37 members to a range of 21-37 members. The 2nd controversy had to due with the inclusion, representation, and parity (IRP).

Sister said that he took issue with the matrix included in the document. He had requested that the item be pulled since, under the new plan, members might be representing different groups than originally when they joined the Council. It is not appropriate to decide what groups members should represent just to suit the Council's needs. Having a council member wear multiple hats (represent two groups) is not appropriate.

John Blake West stated that the goals would be to determine what community/group a future Council member felt they were representing during the recruitment and interview process. That would be considered their primary representation.

Sister reiterated his position that the proposed changes would allow the Council to alter the representation of its members, without changing the composition of the Council. He felt it was important that those who are on the Council represent specific groups, not shifted into different positions for other reasons such as achieving IRP.

Al pointed out that the reality was that at present the Council does not know who is representing what group. He didn't see the issue as a problem if the Council was aware of what groups the members represent. He felt it was important that all groups be represented on the Council, and that it should be possible for members to represent more than one group. He argued that this would actually work in the Council's favor by adding to its diversity.

At this point Michael Discepola asked the Council if they could change the break time and move the last item on the agenda to the five o'clock spot. There were no objections.

Janetta questioned the need to pin members down to representing one group. She herself represents many different populations.

Maria pointed out that sometimes one's identity does not dictate which group he or she chooses to represent. She cited that the Membership Committee had discussed the issues and had come to the conclusion that, when members join the Council, they would have to know that they will be associated with a certain group. She pointed out that to represent a certain community means to speak on their behalf. That is not what they as council members are required to do. She stated that the goal was to have the representation issue discussed by the Membership Committee during interviewing, rather than later, based on what boxes the applicant checks in the matrix.

Lyn pointed out that people are chosen for the Council because they represent certain communities. It is part of the mandate. She agreed with Al in that, if members are able to represent more than one group, this is even better because it adds diversity. She explained that the idea was to clarify which groups people represent when they sit at the table. The Membership Committee would have a segment in the training process that includes how you bring information about the group you are representing to the table.

Bill Barnes stated his concern that the discussion on identity vs. representation was balkanizing the Council. Their goal is to plan for HIV prevention for all of San Francisco, including groups who are not at the table. He stated that they were placing too much value on the issue. It simply was a CDC mandate that membership must comply with to ensure that affected groups are represented.

Michael Bogan asked for clarification with regard to the selection process. Lyn explained that the entire Membership Committee reviewed applications, and then forwarded their recommendations to the Selection Committee. John Blake West explained that the Selection Committee, an ad-hoc group made up of the Chair of Membership, HPPC Co-Chair, and two community members-sifts through the applications and makes the final recommendation to the Director of the Health Department. Lyn stated that historically the Selection Committee has followed the recommendations of Membership with regard to the final selection. Michael Bogan was concerned that there may be a power concentration on the Selection Committee.

David Pasquarelli stated that he thought that the Membership Committee was overly concerned with CDC mandates. While people have a wide variety of opinions on this issue, they all share the sincere desire to prevent people from getting sick. He felt that in order to properly represent the affected community, the majority of HPPC members should be HIV positive.

Lyn stated that the Membership Committee had a policy that one does not have to disclose his or her HIV status. Maria responded that regardless of that, the HPPC should have at least a certain number of disclosed HIV positive members.

Bill Barnes suggested the removal of the Selection Committee. John Blake West replied that the Selection Committee was designed so there would be community input. Bill questioned whether a community member was allowed a seat on the Membership Committee, if so, this would accomplish the desired input.

Masdak moved to call the question, and then withdrew his motion.

Bill motioned to delete section 5a page 3. Michael proposed that the Council continue discussion after a break. All agreed.

7. BREAK

Before continuing the previous discussion two announcements were made.

Michael De Mayo pointed out the item on the agenda "Plan for Revising the Epidemiologic Profile of the HIV Prevention Plan" was not going to be covered at the meeting. However, he wanted all to know of the plan establish an Epi Work Group. He asked those interested in participating in the Epi Work Group to develop and Epi Profile to talk to him after the meeting.

Michael Discepola announced the recruitment of an At-large member to the Steering Committee. He asked all that were interested to submit information to Betty prior to next Friday.

The Council then considered whether they were going to continue the discussion. Only 45 minutes remained that were allotted to a presentation from Father River Sims and other invited guests.

There was another motion to end the discussion and continue it at the next meeting.

The motion to truncate the Restructuring discussion was passed with 13 in favor, 3 opposed and 0 abstentions.

In favor:	13
Opposed:	3
Abstain:	0
Absent:	4
Not present:	1
Total:	**21**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales					X
Bill Barnes		X			
Michael Bogan	X				
Carla Clynes	X				
Al Cunningham		X			
Michael Discepola					
Lyn Fischer-Ponce	X				
Kimberley Gallant	X				
Sister MaryMae Himm	X				
Janetta Johnson	X				

Melinda Martin				X	
Mazdak Mazarei	X				
Willi McFarland	X				
Larry Meredith	X				
John Newmeyer	X				
Jorge Ortiz	X				
J. Colin Partridge				X	
María Rinaldi		X			
Father River Sims	X				
Martha Ugarte-Ortiz				X	
John Blake West	X				
A. Toni Young				X	

8. TEMENOS: HARM REDUCTION MINISTRY WITH STREET YOUTH

Father River Sims introduced Terry Sullivan, a student at the Pacific School of Religion who is an intern at Temenos Catholic Worker, and Yanna and Kevin who work with the HIV Prevention Program (HPP) a city wide needle exchange network.

Father explained that his approach comes from a spiritual point of view, but the heart of it lies in harm reduction. The main tenet of spirituality is to improve quality of life and diminish individual harm. He began the presentation with a narrative of San Francisco's Polk street community and a corresponding slide show. Some of the slides had been taken by the street youth themselves as part of a project Father had assisted with. He stated that of this population, 90% are drug users and 30% are HIV positive. Survival for these people means hustling, which includes selling clean needles, drugs or one's body. He stated that nonetheless, these people were on a spiritual journey and trying to find their place.

Father came to San Francisco five years ago to begin a ministry in the tradition of the Catholic Worker. The work involves feeding the hungry and clothing the naked, but for him also distributing condoms and clean needles. He described the youth as finding joy in their lives although this revolves around prostitution and drugs. When he began working in the area, besides working full time as a case manager, he would pass out sandwiches on the corner and be a presence. He said he must have spent $ 8,000 on pizza that first year. His work moved to serving food, and finally to harm reduction as the need arose.

At the heart of the Temenos work is the sacramental presence. They hold mass on Sundays in their space on Polk St. They also do everything from needle exchange to art in their building. They exchange 2000-6000 needles every two weeks, give out 1000 condoms per month, and serve 2000 meals per month. They received a grant to do art with the youth two years ago. Father uses art with the youth as a form of Narrative Therapy to help process their fears and doubts. Once a week a massage therapist freely provides healing massage providing appropriate touch most of the youth are not used to. St. Anthony's does monthly clothing outreach. Temenos also does catering with the youth to raise money and provide job training.

"Personalism" is his intervention approach, a Catholic Worker term that refers to treating each individual as a person. Every night from 8pm-3am in the morning he does outreach in the way of pastoral calls. He carries harm reduction materials such as clean needles, condoms, and food, and ends up building relationships with people by speaking with them one on one.

He passed out an article from the Society of Christian Ethics on needle exchange and some materials from Temenos Catholic worker (population profile, newsletter and brochure, attached). He then introduced the other guests.

Terry Sullivan stated that one of the basic tenets of Christianity is that the divine can be reflected in all human beings. This is often lost when people have different sexual orientations and choices. At the center they try to reach beyond those boundaries and meet people where they are. He read a poem by Father River Sims.

Kevin was the next to speak. He is a new staff person at the HIV Prevention Project, a needle exchange program. He previously volunteered at one of the remaining outdoor exchange sites on Hemlock St. alley between 7-9pm Thursdays. He stated that many people visiting the exchange are exchanging for others as Father Sims does. He described his experience as a humbling one, because it has changed his preconceptions about drug users. He has developed relationships with people over the years and finds it rewarding.

Yanna from the HIV Prevention Project (HPP) was the next speaker. She offered all her card to use if they would like to arrange a formal visit to a site. The HPP project now has 13 sites. They are happy to announce the newest site is on Saturdays from 3pm-5pm on 6th street. They exchange roughly 40,000 syringes per week, which translates into over 2 million a year, one the largest needle exchanges in the United States. They have 1300 duplicated client contacts per week. They have sites mostly indoors but some are outdoors, in many different neighborhoods.

She pointed out that although they try to be accessible to everyone, they are clearly not going to be accessible to all. There are many reasons people will not go to a needle exchange. She stated that one of the reasons needle exchange works is that there are fairly organized levels of secondary exchange. Secondary exchange means when another person exchanges needles for people other than themselves. Often these individuals are not users but outreach workers such as Father River Sims. She then asked whether there were any questions.

Father River Sims stated that many people are afraid to go to exchange their needles and that police do take needles although they are technically not supposed to.

David Pasquarelli stated that in San Francisco there had never been more than 200 HIV cases spread through injection drug use per year. He felt that, while needle exchange was important, the underlying issue of substance abuse is what deserved attention. He asked what was being done to do to advocate for substance abuse treatment on demand.

Yanna stated that she had run across the problem of not being able to find a bed for someone who wants to get into treatment. She stated that this is a country wide problem. She asked if anyone knew anything about what was being done to increase substance abuse treatment.

John Newmeyer responded that he had been on a committee to get treatment on demand for three years. The Board of Supervisors and Mayor never provided enough resources to fund services.

Larry stated that for the past four years about 1200-1300 people have been on waiting lists for substance abuse treatment. There has been a movement to change treatment methods, such as physicians prescribing methadone vs. going to methadone clinic. Another problem is that currently some communities are against locating treatment facilities in their neighborhoods.

Janetta informed the group that her agency provides case management for people while they are on the waiting list for substance abuse services, maybe getting them a bed at a homeless shelter in the meantime.

Sister questioned the HPP representatives about the impact of needle exchange on Hepatitis B and Hepatitis C transmission. He also asked how the HPPC could support expansion of services for the HPP.

Kevin replied that, while he was not knowledgeable about the Hepatitis issue, he could say HPP needed help in forming linkages to other service providers. They would like to be able to exchange needles where other services, such as medical care, are offered.

Yanna stated that nurses at needle exchanges have been very effective. Indoor sites have been effective, because there is an opportunity for medical staff to work at a greater degree of privacy. She stated that more outreach workers have been coming to the exchange sites. They have been very successful in getting people the additional help they might need such as going to the hospital or a clinic. Having more medical practitioners or outreach workers involved in needle exchange would be helpful. In response to the Hep B and C question, she stated that, while she did not know the statistics, anecdotally, people are aware of the virus and how it is transmitted and more people are getting tested. However, it is difficult to get the vaccine, because of the repeat visits that are required. She also stated that their clients were confused as to the symptoms and treatment of Hep B and C.

Janetta stated she would like to see preventative treatment centers that offer medicinal marijuana to injection drug users.

Carla asked how they can help outreach workers give the message to transgendered people that needle exchange is available to those who inject hormones.

Yanna replied that they do have syringes available that can be used to inject the hormones sold on the black market. The have tried various ways to inform the transgendered population without much success. She suggested that a secondary exchange might be the best way to provide this population with clean needles.

Carla also was concerned about the dangers and incompatibility of silicon with injecting hormones. Yanna suggested that the hormones be injected into the thigh. A member of the public mentioned that the problem was that transgendered people were injecting hormones into the breast with the false belief that the hormone would take action there. Medical providers needed to discuss these issues with people who might be self-administering hormones.

Michael Discepola stated that the meeting was scheduled to adjourn. He thanked everyone for attending and drew the meeting to a close.

9. NEXT HPPC MEETING: March 9, 2000, 3-6 pm, @ the Mayor's Conference Room at City Hall (Room 201).

Minutes written by: Cicily Emerson, Polaris R & D, Inc.
Minutes reviewed by: Tracey Packer, DPH
(Co-Chairs unavailable for review)

Attachments:
Co-Chairs Report, February 10, 2000
Restructuring Task Force Plan for Restructuring the HPPC: Discussion and Voting on Remaining Items

Attachments for Absent members:
"Bad Science" article by Bruce Mirken
DRAFT-HIV Prevention Planning Council Membership Application
Quarterly AIDS Surveillance Report, AIDS Cases Reported Through December 1999
San Francisco Special Population Action Team Flyer
SF NSP Invitation letter to kick off mural restoration event
Urban Health Study Semi-Annual Report
"Tale of Two Acronyms" by Nicholas Ragush
"No AZT for My Baby, Please" by Nicholas Ragush
2000 HPPC Council and Committees Meeting Calendar
Principles for Respectful Engagement
Temenos Catholic Worker newsletter
Temenos Catholic Worker brochure
Temenos Catholic Worker population profile
Society of Christian Ethics documents

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HIV Prevention Planning Council Meeting
Thursday, March 9, 2000
Mayor's Conference Room at City Hall
Van Ness at Grove, San Francisco

Meeting called by Co-Chairs: Michael Discepola, Larry Meredith, A. Toni Young

All agenda items include time for public comment

3:00pm	Food, Welcome, Introductions, Announcements	*Larry Meredith*
3:15pm	Review and Approval of Minutes	*Larry Meredith*
3:20pm	General Public Comment	*Larry Meredith*
3:30pm	New Business/Council Member Agenda Input	*Larry Meredith*
3:40pm	Co-Chairs Report	*Michael Discepola, Larry Meredith, A Toni Young*
3:50pm	Restructuring Decisions *The Council will finalize its consideration of the restructuring recommendations. The voting will start with Section 3, Membership and Membership Committee Issues, continue with Section 4, Changes to Bylaws and other documents, and finish with Section 5, Recommendations for Completion of Restructuring. Please see attachment for summary of issues.* ***MULTIPLE VOTES***	*Restructuring Task Force*
4:50pm	Break	
5:00pm	Plan for Revising the Epidemiologic Profile of the HIV Prevention Plan *This year the HPPC will begin revising the HIV Prevention Plan. An essential part of the Plan is the Epi Profile, which describes the HIV epidemic in San Francisco. The Co-Chairs will be asking members to participate in the "Epi Working Group," to revise the Epi Profile.*	*(Harder+Co.)*
5:15pm	Proposal to Change Public Comment Policy *The Steering Committee has put forth a recommendation for a change in the way that public comment is handled during Council meetings. The Council will be asked to consider this proposal and vote on its acceptance. Please see attachment for proposal.* ***VOTE***	
5:50pm	Closure and Evaluation	

Note: All meetings are open to the public and are held in handicapped accessible facilities. Allotted time periods for agenda items are approximate and may require adjustments.

UPCOMING MEETINGS:
HPPC Meeting: Thursday, **April 20**, 3pm-6pm, Location TBA Please note that this meeting will be held the **third** Thursday instead of the usual second Thursday of the month.

Know your rights under the Sunshine Ordinance: Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the city and county exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

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HIV PREVENTION PLANNING COUNCIL
Summary of Minutes of March 09, 2000

1. FOOD, WELCOME, INTRODUCTIONS AND ANNOUNCEMENTS
A series of announcements were made including: STD Prevention and Control will now be offering STD testing in public high schools, the Special Population Action Team will hold a network meeting Friday March 31, and an Outreach Providers Meeting focused on substance abuse will be sponsored by the HIV Prevention Section on March 29 from 10am-12pm.

1. REVIEW AND APPROVAL OF THE FEBRUARY 10, 2000 MINUTES
The minutes were approved.

2. GENERAL PUBLIC COMMENT
Hank Wilson commented on the issue of the sale of poppers (amyl nitrate inhalants). A previous ordinance passed by the city to post warning at the point of sale is not being enforced and needs to be updated. He is working to get the issue addressed by the Board of Supervisors.

3. NEW BUSINESS/COUNCIL MEMBER AGENDA INPUT
None.

4. CO-CHAIRS REPORT
A. Toni Young has resigned as Community Co-Chair effective April 30, 2000. The election for the new Community Co-Chair will be held at the April council meeting. Dr. Steven Tierney was introduced as the new Director of the Prevention Section, and will be taking Larry Meredith's place as the HPPC's DPH Co-Chair.

5. RESTRUCTURING DECISIONS
Items 3.1 (with amendment), 4.4, 4.6, 4.7, 5.1, and 5.2 were passed. Items 3.3, 4.1, 4.2, and 4.5 did not pass. See full minutes for substance of items.

6. BREAK

7. PLAN FOR REVISING THE EPIDEMIOLOGICAL PROFILE OF THE PREVENTION PLAN
Michael DeMayo gave a presentation about the plan to form a work group that will work with technical support to revise the Epidemiological Profile of the Prevention Plan now through December of 2000. He invited Council members to participate.

8. PROPOSAL TO CHANGE PUBLIC COMMENT POLICY
The Steering Committee proposed to change the public comment policy so public comment would be allowed at the beginning of the Council meeting, and not allowed during individual agenda items. The Council adopted the policy. It will become part of the Standing Rules, and will be enforced at the April meeting.

9. EVALUATION AND CLOSURE

10. NEXT HPPC MEETING: THURSDAY APRIL 20, 2000 FROM 3PM-6PM

Minutes written by Cicily Emerson, Polaris Inc.
Minutes reviewed by Tracey Packer, DPH and A. Toni Young, Community Co-Chair

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MAR 27 2000
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HIV PREVENTION PLANNING COUNCIL
Minutes of March 09, 2000

Members Present:
Marcos Bañales
Bill Barnes
Michael Bogan
Al Cunningham
Michael Discepola
Lyn Fischer-Ponce
Sister MaryMae Himm
Nancy Pollard
Janetta Johnson
Mazdak Mazarei
Larry Meredith
Jorge Ortiz
Maria Rinaldi
Father River Sims
Steven Tierney
Martha Ugarte-Ortiz
John Blake West
A. Toni Young

Members Absent:
Carla Clynes
Kimberly Gallant
Melinda Martin (on leave)
J. Colin Partridge
Willi McFarland
John Newmeyer

Parliamentarian:
Evelyn Wilson

Facilitator:
Monika Hudson

DPH/HIV Prevention Section:
Elizabeth Davis
Gigi Gregory
Betty Chan Lew
Tracey Packer
John Papustan

Guests:
Danielle DaCaire, Mayor's Office
Mike Shriver, APRC/ARI
Hank Wilson, ACT Up! Golden Gate

Harder + Co.:
Dara Coan
Michael DeMayo

Process Evaluation Team:
Kathleen Roe
Kevin Roe
Wendy Hussey

Polaris R & D, Inc.:
Cicily Emerson

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1. FOOD, WELCOME, INTRODUCTIONS, AND ANNOUNCEMENTS

Announcements

Lynn Fischer-Ponce announced that STD Prevention and Control is offering chlamydia and gonorrhea testing in the public high schools through the end of June. She also informed the Council that Hank Tavera, a long term employee of STD Prevention and Control, passed away two weeks ago.

Mazdak Mazarei announced that Health Initiatives for Youth would be having a fundraising event the following week.

John Blake West announced that he has been HIV-positive for twenty-one years.

Betty Chan Lew announced that Kimberly Gallant was not attending due to sickness.

Gigi Gregory reminded the Council that the Special Population Action Team would be meeting on Friday March 31, 2000 between 9am-1:30pm at the Rose Resnick LightHouse, 214 Van Ness.

Elizabeth Davis announced that an Outreach Providers meeting will be sponsored by the HIV Prevention Section on March 29th from 10am-12pm. The topic of the meeting is substance abuse.

Bill Barnes offered other Council members an NIH document and a Project Inform document for reference on the subject of the relationship between HIV and AIDS.

2. REVIEW AND APPROVAL OF THE FEBRUARY 10, 2000 MINUTES

At this point in the meeting, a quorum was not present. Larry Meredith asked Technical Support to inform him when a vote would be possible.

Later in the meeting (at the end of agenda item 5), the minutes were approved.

In favor:	9
Opposed:	0
Abstain:	4
Absent:	7
Not present:	1
Total:	**21**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes	X				
Michael Bogan	X				
Carla Clynes				X	
Al Cunningham	X				
Michael Discepola	X				
Lyn Fischer-Ponce	X				
Kimberley Gallant				X	
Sister MaryMae Himm				X	
Janetta Johnson			X		
Melinda Martin				X	
Mazdak Mazarei	X				
Willi McFarland				X	
Larry Meredith					
John Newmeyer				X	
Jorge Ortiz	X				
J. Colin Partridge				X	
María Rinaldi			X		
Father River Sims	X				
Martha Ugarte-Ortiz			X		
John Blake West	X				
A. Toni Young	X				

3. GENERAL PUBLIC COMMENT

Prior to public comment, Larry Meredith read aloud the public comment policy guidelines for the Council. Public comment is allowed for ten minutes at the beginning of the meeting to discuss subject matter that relates to the purview of the Council, or an agenda item. It is also offered during each agenda item in relation to that agenda item. Each speaker is allowed up to three minutes to speak.

Hank Wilson commented on poppers (inhalants). In 1982 the Board of Supervisors held a hearing on the sale of poppers that resulted an ordinance being passed that mandated a warning be posted at the point of sale in 1983. The ordinance is neither being complied with nor enforced, and the language and specifics of the ordinance need to be updated. The poppers issue pertains to HIV Prevention since research has shown their use to be immuno-supressant. Hank is working to get this issue addressed by the Board of Supervisors.

4. NEW BUSINESS/COUNCIL MEMBER AGENDA INPUT

None

5. CO-CHAIRS REPORT

Toni Young announced her resignation as Community Co-Chair. Her last meeting will be April 20, 2000. Hence, there will be need for a new Community Co-Chair. Toni described the position as fun and challenging. She strongly urged Council members to consider applying. Any Council members interested in becoming Community Co-Chair must self-nominate by sending a letter of interest (and a resume if desired) to Betty Chan Lew on or before March 31. Michael Discepola acknowledged Toni for her efforts as Community Co-Chair over the last two years.

Larry Meredith gave the Departmental Co-Chairs Report. He introduced Dr. Steven Tierney, who will be the new Director of the Prevention Section and HPPC DPH Co-Chair. He brings a wealth of local and national experience to the job. This was Larry's last meeting as Departmental Co-Chair. He thanked all for their partnership efforts during his tenure. He feels positive towards the future of the Council, and thinks San Francisco will continue to set a national example in community planning. He announced that Lisa Reyes has joined the Prevention Section staff as a Health Educator, and will be working with the HPPC. He anticipates that Brian Dobrow will return in April.

Bill Barnes reminded the Council that the California HIV Planning Group (CHPG) is meeting in San Francisco April 11th-13th. He urged council members to attend the meetings open to the public. He asked HPPC staff to send out information on this to the Council. Larry stated he would guarantee this happens (see agenda attached). Larry added that he and Steven were invited to join the State Office of AIDS' management meeting in Pacifica, which is looking for input from San Francisco. Brian DoBrow, Billie Pick and A. Toni Young are also part of the CHPC.

*At this point quorum had been established, and the group voted to approve the February 10 minutes. The results of this vote are listed under agenda item 2.

6. RESTRUCTURING DECISIONS

John Blake West explained the process for the Restructuring Discussion. There were ten items left that required the Council's action. He would read the item, and Monika would facilitate the discussion.

➢ ***Item 3.1** Changes to the Membership Policies and Procedures document from the Standing Rules are proposed (see handout).*

Michael Bogan stated that, if the document were to be approved, the entire membership of the Council would be selected by the Co-Chair and the Membership Chair. He felt that was too small a group. Bill Barnes agreed and suggested that section V, regarding the Selection Committee, should be stricken, and that the Membership Committee should be assigned the duties outlined for the Selection Committee.

Lyn commented that previously there were five people of the Selection Committee. The proposed document would reduce that number to four.

John suggested that Bill include two community members to serve in the selection process with the Membership Committee.

Bill moved to call the question on the amendment: 1) to eliminate section V of the Changes to Membership Policies and Procedures; 2) to assign those duties to the Membership Committee; and, 3) to include two community members in this process.

Motion to approve Item 3.1, amendment to strike section V completely and be replaced by the Membership Committee, as supplemented by two non-Council community members, to assume responsibilities of the Selection Committee, including recommendations to Dr. Katz, was approved.

In favor:	8
Opposed:	5
Abstain:	1
Absent:	7
Not present:	0
Total:	**21**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes	X				
Michael Bogan	X				
Carla Clynes				X	
Al Cunningham	X				
Michael Discepola		X			
Lyn Fischer-Ponce	X				
Kimberley Gallant				X	
Sister MaryMae Himm				X	
Janetta Johnson	X				
Melinda Martin				X	
Mazdak Mazarei		X			
Willi McFarland				X	
Larry Meredith					
John Newmeyer				X	

Jorge Ortiz		X			
J. Colin Partridge				X	
María Rinaldi			X		
Father River Sims	X				
Martha Ugarte-Ortiz		X			
John Blake West	X				
A. Toni Young		X			

➢ *Item 3.3 Supervisors of potential members shall be made aware of their employee's participation on the Council when the person becomes a member.*

Lyn commented that it was not the responsibility of the HPPC to inform potential members' employers of their participation in the HPPC. Perhaps the item should be worded to state that HPPC members should inform their supervisors of their responsibilities as council members.

John said the issue of an employer being aware of a potential council member's involvement should be covered in the interview process. Janetta stated the information should be included in the membership application.

Bill Barnes stated that he felt if someone wanted to participate in the Council, it is his or her responsibility to do so regardless of what his or her employer supports. He felt the Item raised issues of conflict of interest, he would vote no.

Janetta motioned to amend the Item to say that the information be included in the HPPC application.

Michael Bogan stated he did not think having one's employer be aware of their involvement with the HPPC should be a condition for membership.

Motion to move Item 3.3 to the HPPC Membership Application as a response category was not passed.

In favor:	7
Opposed:	8
Abstain:	0
Absent:	7
Not present:	0
Total:	22*

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes		X			
Michael Bogan		X			
Carla Clynes				X	
Al Cunningham	X				
Michael Discepola	X				
Lyn Fischer-Ponce		X			
Kimberley Gallant				X	

Sister MaryMae Himm				X	
Janetta Johnson	X				
Melinda Martin				X	
Mazdak Mazarei		X			
Willi McFarland				X	
Larry Meredith		X			
John Newmeyer				X	
Jorge Ortiz	X				
J. Colin Partridge				X	
María Rinaldi		X			
Father River Sims		X			
Martha Ugarte-Ortiz	X				
John Blake West	X				
A. Toni Young		X			

*vote count has increased by one due to added Co-Chair vote, because of outside facilitation

Council members questioned the process that was being followed. It was explained that the Council still needed to vote on Item 3.3. Monika reviewed the restructuring discussion process that the Council was using. There was no time allotted for alternate motions and amendments. A short discussion followed regarding the process. Further discussion was tabled until after the vote on Item 3.3.

Lyn reminded the Council that, in the membership application, there is a question asking whether the potential member will be available and able to attend the Council meeting and one committee meeting each month.

Mike Shriver pointed out that the CDC guidance was developed to ensure that members of the Council were to be independent of agency and objective. If they were to be required to inform their supervisors about their involvement, this could create a conflict of interest between agency and individual.

The question was called. The Motion to approve Item 3.3 failed.

In favor:	1
Opposed:	13
Abstain:	1
Absent:	7
Not present:	0
Total:	**22**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes		X			
Michael Bogan		X			
Carla Clynes				X	
Al Cunningham		X			
Michael Discepola		X			
Lyn Fischer-Ponce		X			

Kimberley Gallant				X	
Sister MaryMae Himm				X	
Janetta Johnson			X		
Melinda Martin				X	
Mazdak Mazarei		X			
Willi McFarland				X	
Larry Meredith		X			
John Newmeyer				X	
Jorge Ortiz		X			
J. Colin Partridge				X	
María Rinaldi		X			
Father River Sims		X			
Martha Ugarte-Ortiz		X			
John Blake West		X			
A. Toni Young		X			

The Council then discussed the process that they were following for the Restructuring Decisions. Monika stated that the Steering Committee, concerned with time constraints, had recommended that no amendments to the reviewed items be allowed. There were seven more items to review in the time remaining. It was agreed that if items were voted down they would not be revisited. She asked whether the council members could abide by this process. All agreed.

- *Item 4.1 A change to the attendance policy in Article III—Membership in the HPPPC Bylaws is proposed.*
  (See the attendance policy sent out with previous pre-meeting packets)
  ** requires 2/3 vote because it would change the Bylaws.*

Bill commented that the CDC guidance specifically states that people infected with HIV be involved in the community planning process. He said that the policy change does not specifically state that those ill because of HIV would be exempted, and asked that all vote against the Item. Al responded that the leave of absence part of the document speaks to that issue. Bill answered that a leave of absence implies planning, those affected by HIV do not plan their illnesses.

John was concerned that the policy allows for only a three-month leave of absence. Al said that he would rather have an ill member replaced by a person who can participate than to allow someone who is unable to actively participate remain on the Council. River Sims stated that there is a need for a policy that allows for excused absences for medical reasons.

There was consensus to call the question. Motion to approve item 4.1 did not pass.

In favor:	5
Opposed:	7
Abstain:	3
Absent:	7
Not present:	0
Total:	**22**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales			X		
Bill Barnes		X			
Michael Bogan			X		
Carla Clynes				X	
Al Cunningham	X				
Michael Discepola	X				
Lyn Fischer-Ponce	X				
Kimberley Gallant				X	
Sister MaryMae Himm				X	
Janetta Johnson			X		
Melinda Martin				X	
Mazdak Mazarei		X			
Willi McFarland				X	
Larry Meredith	X				
John Newmeyer				X	
Jorge Ortiz		X			
J. Colin Partridge				X	
María Rinaldi		X			
Father River Sims		X			
Martha Ugarte-Ortiz		X			
John Blake West		X			
A. Toni Young	X				

- *Item 4.2 A change to Article III—Membership in the HPPC Bylaws is proposed, whereby the maximum numbers of HPPC representatives from each category of representation (government= 10, technical experts= 7, non-governmental organizations =10) be changed to percentages (27%, 19%, 27%, and 27%, respectively).*
  **Item requires 2/3 vote because it would change the Bylaws.*

Maria questioned the rationale behind the suggested change. Al explained that the numbers were based on a council of 37 members, and at various times there are fewer members. He questioned whether it would be difficult to enforce this policy. Percentages could get out of balance with the loss of a few members in a certain category.

Larry stated that the idea was maintain the same representation when Council has less than 37 members. If the number of a certain category of members reduced, they would then recruit for that category.

Bill thought the policy was not workable. The Council would be out of compliance with its bylaws if the numbers were suddenly to change. And, recruitment takes time.

There was consensus to call the question. Motion to approve item 4.2 did not pass.

In favor:	7
Opposed:	7
Abstain:	1
Absent:	7
Not present:	0
Total:	**22**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes		X			
Michael Bogan	X				
Carla Clynes				X	
Al Cunningham		X			
Michael Discepola	X				
Lyn Fischer-Ponce	X				
Kimberley Gallant				X	
Sister MaryMae Himm				X	
Janetta Johnson	X				
Melinda Martin				X	
Mazdak Mazarei		X			
Willi McFarland				X	
Larry Meredith	X				
John Newmeyer				X	
Jorge Ortiz	X				
J. Colin Partridge				X	
María Rinaldi			X		
Father River Sims		X			
Martha Ugarte-Ortiz		X			
John Blake West		X			
A. Toni Young		X			

- ***Item 4.4*** *A change to the section on Nominations in Article III-Membership in the HPPC Bylaws is proposed, whereby the heading and first sentence shall be changed to read "Applications: HPPC members will recruit and distribute applications to potential members; the applications will be submitted to the HIV Prevention Section and then given to the Membership Committee for consideration".*
  **requires 2/3 vote because it would change the Bylaws.*

None offered to discuss the Item. There was a consensus to call the question. Motion to approve Item 4.4 was passed.

In favor:	15
Opposed:	0
Abstain:	0
Absent:	7
Not present:	0
Total:	**22**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes	X				
Michael Bogan	X				
Carla Clynes				X	
Al Cunningham	X				
Michael Discepola	X				
Lyn Fischer-Ponce	X				
Kimberley Gallant				X	
Sister MaryMae Himm				X	
Janetta Johnson	X				
Melinda Martin				X	
Mazdak Mazarei	X				
Willi McFarland				X	
Larry Meredith	X				
John Newmeyer				X	
Jorge Ortiz	X				
J. Colin Partridge				X	
María Rinaldi	X				
Father River Sims	X				
Martha Ugarte-Ortiz	X				
John Blake West	X				
A. Toni Young	X				

- ***Item 4.5*** *In an effort to begin setting national trends in accordance with the CDC Guidance, the HPPC shall promote nationally the ideal of IRP as opposed to PIR, to reflect a "hierarchy among equals", whereby parity flows from inclusion. The term IRP should be used in conducting all Council business an in all Council documents.*
  Item requires 2/3 vote because it would change the Bylaws.

Michael Bogan stated that he thought that advocating for a nationwide change in three letters was foolish. Al replied that the rationale behind the Item was to promote alternative ways of presenting issues other than CDC's.

Motion to approve Item 4.5 initially passed. However, after a question from a member of the Council to the Parliamentarian regarding voting, it was clarified that abstentions are non-votes that are not counted when calculating the fraction of vote. There was a consensus to revote the item.

The motion to approve Item 4.5 did not pass for lack of a 2/3 majority.

In favor:	7
Opposed:	6
Abstain:	1
Absent:	7
Not present:	1
Total:	**22**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales					X
Bill Barnes		X			
Michael Bogan		X			
Carla Clynes				X	
Al Cunningham	X				
Michael Discepola			X		
Lyn Fischer-Ponce	X				
Kimberley Gallant				X	
Sister MaryMae Himm				X	
Janetta Johnson	X				
Melinda Martin				X	
Mazdak Mazarei	X				
Willi McFarland				X	
Larry Meredith	X				
John Newmeyer				X	
Jorge Ortiz		X			
J. Colin Partridge				X	
María Rinaldi		X			
Father River Sims		X			
Martha Ugarte-Ortiz		X			
John Blake West	X				
A. Toni Young	X				

- ***Item 4.6** PIR for San Francisco shall be understood in terms of the epidemic in San Francisco, not the national epidemic, and this shall be reflected the Bylaws, other HPPC documents, and the membership of the full Council.*
  **Item requires 2/3 vote because it would change the Bylaws.*

Bill Barnes stated he supported this Item because he felt that community planning should be based on the individual community.

Al stated that the CDC guidance already requires that the epidemic should be viewed from a local perspective. The item is redundant.

Toni stated she did not think the focus of the HPPC's work always focused on the epidemic in San Francisco. The effort of the Item was to ground and frame the work of the HPPC in the San Francisco community. This is not stated in the Bylaws.

There was a consensus to call the question. Motion to approve Item 4.6 was passed.

In favor:	10
Opposed:	4
Abstain:	1
Absent:	7
Not present:	0
Total:	22

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes	X				
Michael Bogan	X				
Carla Clynes				X	
Al Cunningham		X			
Michael Discepola	X				
Lyn Fischer-Ponce	X				
Kimberley Gallant				X	
Sister MaryMae Himm				X	
Janetta Johnson			X		
Melinda Martin				X	
Mazdak Mazarei	X				
Willi McFarland				X	
Larry Meredith	X				
John Newmeyer				X	
Jorge Ortiz	X				
J. Colin Partridge				X	
María Rinaldi		X			
Father River Sims		X			
Martha Ugarte-Ortiz	X				
John Blake West		X			
A. Toni Young	X				

- ***Item 4.7*** *The language in the Bylaws and the Standing Rules shall be changed from " the Co-Chairs 'appoint' a Parliamentarian" to "the Co-Chairs 'recommend' a Parliamentarian" since DPH is the entity that hires.*
  **Item requires a 2/3 vote because it would change the Bylaws.*

Bill Barnes questioned why the HPPC was not allowed to be the hiring body. Larry clarified that, since HPPC is not a legally incorporated as an organization, it cannot technically hire. DPH is the fiscal entity that does the hiring for the HPPC. However, the Council Co-Chairs fully participate in the process of monitoring those who provide technical support.

There was a consensus to call the question. Motion to approve Item 4.7 passed.

In favor:	11
Opposed:	3
Abstain:	1
Absent:	7
Not present:	0
Total:	**22**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes		X			
Michael Bogan	X				
Carla Clynes				X	
Al Cunningham	X				
Michael Discepola	X				
Lyn Fischer-Ponce	X				
Kimberley Gallant				X	
Sister MaryMae Himm				X	
Janetta Johnson			X		
Melinda Martin				X	
Mazdak Mazarei	X				
Willi McFarland				X	
Larry Meredith	X				
John Newmeyer				X	
Jorge Ortiz	X				
J. Colin Partridge				X	
María Rinaldi		X			
Father River Sims	X				
Martha Ugarte-Ortiz		X			
John Blake West	X				
A. Toni Young	X				

- ***Item 5.1** Since the governance of the HPPC is a primary responsibility of the Steering Committee, the Steering Committee shall be charged with devoting at least ½ hour per meeting to the restructuring issues that were not completed by the Restructuring Task Force, delegating work as necessary to other parties on an ongoing basis. Steering shall update the Council monthly on its progress.*

Bill stated that he did not support the Item because he was under impression that the restructuring process would end that day. He thought that the changes should be adopted and revisited later, rather than on a ongoing basis. Michael Discepola stated that, while they did intend to end the restructuring discussions with the full Council, the suggestion that the Steering Committee should continue to address restructuring was made because there was not enough time for the Council to do so. River agreed with Bill. He felt that by continuing to devote time to process issues, the Council was not focusing on prevention.

The question was called. The motion to approve Item 5.1 was passed.

In favor:	10
Opposed:	5
Abstain:	0
Absent:	7
Not present:	0
Total:	22

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes		X			
Michael Bogan	X				
Carla Clynes				X	
Al Cunningham		X			
Michael Discepola	X				
Lyn Fischer-Ponce	X				
Kimberley Galliant				X	
Sister MaryMae Himm				X	
Janetta Johnson	X				
Melinda Martin				X	
Mazdak Mazarei	X				
Willi McFarland				X	
Larry Meredith	X				
John Newmeyer				X	
Jorge Ortiz	X				
J. Colin Partridge				X	
María Rinaldi	X				
Father River Sims		X			
Martha Ugarte-Ortiz		X			
John Blake West	X				
A. Toni Young		X			

- ***Item 5.2*** *The Steering Committee shall consider, resolve, and bring back recommendations for resolution to the full Council the following issues that were not addressed or were incompletely addressed by the Restructuring Task Force: Community Engagement (item C on Scope of Work) and HPPC Interpersonal Relationships and Morale (item F on Scope of Work)*

It was clarified that Item 5.2 did not supersede Item 5.1 in limiting the scope of further restructuring discussions. There was no further discussion on the Item.

The question was called. The Motion to approve item 5.2 was passed.

In favor:	12
Opposed:	1
Abstain:	2
Absent:	7
Not present:	0
Total:	22

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes		X			
Michael Bogan	X				
Carla Clynes				X	
Al Cunningham	X				
Michael Discepola	X				
Lyn Fischer-Ponce	X				
Kimberley Gallant				X	
Sister MaryMae Himm				X	
Janetta Johnson	X				
Melinda Martin				X	
Mazdak Mazarei	X				
Willi McFarland				X	
Larry Meredith	X				
John Newmeyer				X	
Jorge Ortiz	X				
J. Colin Partridge				X	
María Rinaldi			X		
Father River Sims	X				
Martha Ugarte-Ortiz			X		
John Blake West	X				
A. Toni Young	X				

7. BREAK

HPPC Membership Applications were passed out.

8. PLAN FOR REVISING THE EPIDEMEOLOGICAL PROFILE OF THE HIV PREVENTION PLAN

Michael DeMayo, of Harder & Company Community Research, gave a short presentation on the Year 2000 HPPC Epidemiological Work Group (see attached overheads). He noted that the presentation was a forwarded agenda item from the last meeting.

He stressed the importance and significance of this process to the work of the Council. This is an opportunity for Council members to develop a profile that accurately depicts the epidemic in San Francisco. Technical Support will be doing the legwork, but the Council membership must be actively involved to ensure that 1) the profile includes all the groups that need to be represented; 2) the data are relevant; and, 3) the data are presented in a way that the community can use. Michael Bogan questioned whether the group would be a committee or task force. Michael DeMayo explained that the group was not going to need governance as would a committee or task force. The decision making process was yet to be decided, but the Work Group will be facilitated and led by technical support.

Toni reminded the Council that revising the Epi (Epidemiological) Profile was included in the Cooperative Agreement.

Maria stated that, in the past, the technical support staff that created the Epi Profile did so with input from the Priority Setting Committee. The profile did not always reflect what was discussed and voted on at the meetings. She thinks it is an important change to have the Council have a separate work group more closely involved in the process. She urged the Chair of the Priority Setting Committee to join the work group.

Toni asked what would happen if nobody joins the work group. Michael stated that in that case the Priority Setting Committee will take on the task. Michael said he hopes this will not be the case. The task is time limited, and will require more time than the Priority Setting Committee schedule can accommodate.

Mike Shriver stated that last year the CDC made it a requirement that the funding allocations match the epidemiological profile of the community. This was not true previously. Therefore, it is very important that all affected populations be included in the profile.

Tracey Packer offered that the original Epi Profile had been developed by a committee of community members, people with HIV, behavioral scientists, and researchers, with support from technical assistance consultants. The Epi Profile has been updated once since then, and approved by HPPC members but the new group will be able to change the profile and its format.

Michael DeMayo answered questions from various Council members. The work group will include data from the Consensus Meeting, in which researchers estimate the prevalence and incidence of the BRPs (Behavioral Risk Populations). The Council had voted that Consensus Data be included in the Prevention Plan Addendum. Willi McFarland, HPPC member, and Andrea Kim, from the sero-epidemiology section, will be facilitating the Consensus Meeting. The BRPs will be used for categories in the process.

Maria urged that information from the Priority Setting Committee, such as the incidence of subpopulations within the BRPs, be expanded upon in the new work group. She again urged that the Chair of Priority Setting be part of the work group.

Monika informed the group that they did not have any more time for this agenda item. Michael DeMayo stated that the intention of his presentation was not to discuss the process, but to call people to invite them to participate in the work group. Anyone with questions and concerns should attend the first meeting.

9. PROPOSAL TO CHANGE PUBLIC COMMENT POLICY

Toni presented this agenda item. She stated that the Steering Committee did not want to eliminate public comment, but to reframe its' implementation. Currently, public comment is allowed at the beginning of the meeting and during each agenda item. When the current policy was enacted the Council was meeting two times per month. The suggested policy change (see attachment) would shift public comment to a ten minute period at the beginning of the agenda. After reviewing the document, the council discussed the policy change, which would become part of the Standing Rules.

A number of clarifications were made in response to Council member concerns and questions about public comment in general and the specifics of the proposed policy in particular.

It was clarified that all members of the public would be allowed to speak. Time for public comments may be limited to less than three minutes. The public comment time would have to be extended if there were a large amount of people wanting to speak during public comment.

It was clarified that the public must have the ability to comment on the agenda, but it is not mandated that the comment be offered during each agenda item.

Bill Barnes stated he was concerned that members of the public would view consultants or DPH staff participating in meetings as unfair treatment.

Father River Sims supported limiting public comment. He felt the type of comment that had been offered at the last meeting was extremely disrespectful. His interns, who had come as guests, were frightened at the last meeting.

Maria felt that it was wrong to punish the entire public for disruptions from a certain group of people. She also stated that, if the policy were changed, there would not be an opportunity for feedback from the public directly prior to voting on a particular issue. The public could not be aware of the substance of a discussion prior to its occurrence, and therefore would not be able to offer useful feedback. She asked the group to think about whether this policy change would discourage members of the public from participating.

Al stated he would like to see a policy that addressed safety and security issues. He thought that the proposed policy penalized certain parties, but also may penalize parties whom the Council wants to participate. Michael Bogan agreed with Al in that he felt the policy was attempting to limit public comment because of abusive outbursts that had taken place in the past. However, he did not want to discourage public participation.

Michael Discepola stated the Co-Chairs and DPH had met with an attorney to discuss the security issue. He stated that, on the basis of that advice, the Co-Chairs would now have someone removed after two warnings had been given. The Co-Chairs and DPH are legally obligated to maintain security and the proposed policy is a separate issue.

Toni responded to Al, Maria, and Michael Bogan. It is difficult to get consensus on these issues, and that is what the Steering Committee is trying to do. There is a need to have a consistent policy. She pointed out that section five allows for the Co-Chairs and the facilitators to allow for more public comment on certain issues if desired.

After a few more comments from the Council, Monika announced the time was up.

There was consensus to call the question. The motion to approve the Public Comment Policy was passed.

In favor:	8
Opposed:	3
Abstain:	2
Absent:	7
Not present:	2
Total:	22

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes	X				
Michael Bogan		X			
Carla Clynes				X	
Al Cunningham	X				
Michael Discepola	X				
Lyn Fischer-Ponce		X			
Kimberley Gallant				X	
Sister MaryMae Himm				X	
Janetta Johnson					X
Melinda Martin				X	
Mazdak Mazarei			X		
Willi McFarland				X	
Larry Meredith	X				
John Newmeyer				X	
Jorge Ortiz					X
J. Colin Partridge				X	
María Rinaldi		X			
Father River Sims	X				
Martha Ugarte-Ortiz			X		
John Blake West	X				
A. Toni Young	X				

The new policy will be included in the Standing Rules. It will be enacted at the April meeting.

10. CLOSURE AND EVALUATION

Larry reminded the group that next month's meeting would be held on the third Thursday of the month instead of the second. Council members will be sent information on the California HIV Prevention Planning Group's spring meeting, that will be held April 11th-13th at the Ramada Inn of Market Street.

Michael thanked all for coming. He reminded the Council of the upcoming vacancy in the Community Co-Chair position and urged all interested to apply.

11. NEXT HPPC MEETING: THURDAY, APRIL 20, 2000 3PM-6PM, LOCATION TBA

Minutes written by Cicily Emerson, Polaris Inc.
Minutes reviewed by Tracey Packer, DPH and A.Toni Young, Community Co-Chair

Attachments
HPPC Y2K Epidemiology Work Group February 10, 2000
HIV Prevention Planning Council Draft Public Comment Policy
***ADDED:** California HIV Planning Group Agenda 4/11-4/13*

Attachments for Absent Members
HPPC Y2K Epidemiology Work Group February 10, 2000
HIV Prevention Planning Council Draft Public Comment Policy
The Relationship Between the Human Immunodeficiency Virus and the Acquired Immunodeficiency Syndrome
Project Inform HIV Causes AIDS Hotline Handout
HIV Prevention Planning Council Co-Chairs Report March 9, 2000
HIV Prevention Director's Report to the HIV Prevention Planning Council March 9, 2000
The San Francisco HIV Prevention Planning Council Membership Application

HPPC Y2K Epidemiology Work Group

February 10, 2000

What is it?

- A group of HPPC members and community members that will work with Technical Support to rewrite the Epidemiology chapter of the HIV Prevention Plan, to be completed by December 2000
- IT'S NOT A TASK FORCE. We are not tackling an issue; we are tackling a specific task with a deadline.

How will it work?

- The group will meet 6 to 8 times between now and December as needed to complete the chapter
- Anyone may join the Work Group
- Anyone may come to Work Group meetings
- The group will decide on attendance requirements for being a voting member

The Role of Technical Support

- Select the data
- Write the chapter

The Role of the Work Group Members

- Help design the format of the chapter
- Review and give feedback on the data being used and how they are presented
- Present any data on local populations that Tech Support may not know about
- Review and give feedback on the chapter as it is being written
- Present the final chapter to the Council for approval

If you are interested...

- Come to the first meeting!! We will talk about the chapter format.
- When should it be?

Policy #3

HIV PREVENTION PLANNING COUNCIL

DRAFT PUBLIC COMMENT POLICY

Proposed by the HPPC Steering Committee- March 9, 2000

The HPPC invites public comment at each of its regularly scheduled business meetings. These meetings are customarily held on the second Thursday of each month from 3:00 to 6:00 p.m. HPPC members are interested in hearing from members of the community about their concerns and recommendations regarding the HIV prevention issues facing San Francisco. In an effort to make this opportunity available to as many members of the community as possible, the HPPC has established a public comment policy which permits community members to speak on both matters of general concern and on items listed in the day's agenda. This policy is in compliance with the requirements on Public Comment established by the Brown Act and the Sunshine Ordinance.

The presiding HPPC Co-Chair will enforce the following guidelines:

1. Each speaker must complete a Public Comment Registration Form (available at the registration table) and give it to the HPPC meeting facilitator or an HIV Prevention Section staff member or an HPPC Co-Chair if there is no facilitator at the meeting.

2. The presiding HPPC Co-Chair will indicate to all present what the rules governing participation are. This will include a reminder that urges each speaker **to practice respectful engagement with the HPPC and one another, to avoid personal attacks, the use of labels, and interrupting others. This will also include a request that speakers limit comments to issues pertaining to HIV prevention.**

3. Each speaker will have up to three (3) minutes to speak, time permitting. Speakers will be warned when 30 seconds remain.

4. When time is up, the next speaker will be called by the Facilitator or presiding HPPC Co-Chair.

5. During the meeting, public comment will be allowed for a total of ten (10) minutes at the beginning of the meeting which is set aside as the Public Comment Section. The public may comment on agenda items at this time or on issues not on the agenda but under the purview of the Council. Speakers will be asked to keep their comments brief in order to allow input or questions from the largest possible number of people. At the discretion of the Co-Chairs or Facilitator, comments may be limited to less than 3 minutes when a large number of people wish to speak. This procedure will enable the Co-Chairs and Facilitator to keep the meeting on schedule. Following public comment, a total of 10 minutes will be allowed for member discussion.

6. If a speaker has written comments, a copy is to be given to the Recording Secretary so they may be added to the minutes of the meeting.

7. It is requested that all speakers remain in the room until the conclusion of all public comments in order to allow, time permitting, members of the HPPC to ask questions or get clarification of information.

CALIFORNIA HIV PLANNING GROUP (CHPG)
MEETING
San Francisco
April 11-13, 2000

DRAFT

Day One
Tuesday, April 11, 2000

8:00 – 8:30 a.m.	Coffee	RDL
8:30 – 8:55 a.m.	Welcome/Roll Call/Agenda Review/ Meeting Outcomes	Wanda Wainman
8:55 – 9:25 a.m.	Remembrance/ People Living with HIV/AIDS Presentation	POPA
9:25 – 10:25 a.m.	Member Introduction	Monika Hudson/ Richard Rodriguez
10:25 – 10:40 a.m.	*BREAK*	
10:40 – 10:55 a.m.	New Member Selection Process	Andy Handler
10:55 – 11:15 a.m.	Evaluation of 1999 and 2000 CHPG	Roger Myrick
11:15 – 11:50 a.m.	Overview of Committees	Mauricio Perez/ Committee Chairs
11:50 – 12:00 p.m.	Sign-Up for Committees	John Mortimer
12:00 – 2:00 p.m.	*LUNCH*	
2:00 – 2:30 p.m.	Resource Allocation: Background and Issues	Resource Allocation Committee
2:30 – 3:30 p.m.	Public Comment	Co-Chairs
3:30 – 3:45 p.m.	*BREAK*	
3:45 – 4:45 p.m.	Committee Work	
4:45 – 4:55 p.m.	Public Comment Debriefing	Harold Rasmussen
4:55 – 5:00 p.m.	Roll Call/Adjourn	Wanda Wainman

5:00 – 6:30 p.m. Reception at Hotel

CALIFORNIA HIV PLANNING GROUP (CHPG)
MEETING
San Francisco
April 11-13, 2000

DRAFT

Day Two
Wednesday, April 12, 2000

8:00 – 8:30 a.m.	Coffee	ROL
8:30 – 8:40 a.m.	Roll Call/Agenda Review	Andy Handler
8:40 – 8:55 a.m.	People Living with HIV/AIDS Presentation	POPA
8:55 – 9:10 a.m.	Affected Communities Presentation	
9:10 – 10:10 a.m.	"What's New in HIV" Presentations □ *The 7th Conference on Retroviruses and Opportunistic Infections* □ *Hepatitis C/HIV Dual Diagnosis*	Emerging Issues Committee
10:10 – 10:25 a.m.	*BREAK*	
10:25 – 11:15 a.m.	OA Update	Michael Montgomery Harold Rasmussen
11:15 – 12:00 p.m.	Committee Work	Committee Chairs
12:00 – 2:00 p.m.	*LUNCH*	
2:00 – 4:25 p.m.	Committee Work	Committee Chairs
	ROLLING BREAK	
4:25 – 4:55 p.m.	Resource Allocation Proposal *(For Clarification Only)*	Resource Allocation Committee
4:55 – 5:00 p.m.	Roll Call/Adjourn	Andy Handler

DRAFT

CALIFORNIA HIV PLANNING GROUP (CHPG)
MEETING
San Francisco
April 11-13, 2000

Day Three
Thursday, April 13, 2000

8:00 – 8:30 a.m.	Coffee	RDL
8:30 – 8:40 a.m.	Roll Call/Agenda Review	Harold Rasmussen
8:40 – 8:55 a.m.	People Living with HIV/AIDS Presentation	POPA
8:55 – 9:40 a.m.	Legislative Update	Marc Haupert
9:40 – 10:10 a.m.	Governance Issues	Mauricio Perez Harold Rasmussen
10:10 –10:45 a.m.	OA Prevention Research Overview	Roger Myrick
10:45 – 11:00 a.m.	*BREAK*	
11:00 – 12:00 p.m.	Committee Work	Committee Chairs
12:00 – 2:00 p.m.	*LUNCH*	
2:00 – 3:30 p.m.	Committee Work	Committee Chairs
	ROLLING BREAK	
3:30 – 4:45 p.m.	Committees Report Back • Planning/Application • Emerging Issues • Prevention Care Treatment Integration • Resource Allocation (*Vote*)	Committee Chairs
4:45 – 5:00 p.m.	Evaluation/Roll Call/Adjourn	Harold Rasmussen

TOTAL P.05

HIV Prevention Planning Council Meeting
Thursday, April 20, 2000
Mayor's Conference Room (201) at City Hall
Van Ness at Grove, San Francisco

*Note: This HPPC meeting will be held the **third** Thursday of the month to avoid conflict with the California State HIV Planning Group Meeting (scheduled 4/11-4/13).*

Meeting called by Co-Chairs: Michael Discepola, Steven Tierney, A. Toni Young

3:00pm	Food, Welcome, Introductions, Announcements	*A. Toni Young*
3:15pm	Review and Approval of Minutes of March 9, 2000	*A. Toni Young*
3:20pm	General Public Comment	*A. Toni Young*
3:30pm	Member Response to Public Comment (as necessary)	*A. Toni Young*
3:35pm	New Business/Council Member Agenda Input	*A. Toni Young*
3:45pm	Co-Chairs Report *The Community Co-Chairs and the HIV Prevention Director will provide written reports of their activities, those of the Steering Committee, and those of the HIV Prevention Section.*	*M. Discepola,* S. Tierney, T. Young
3:55pm	Election of Community Co-Chair *At this meeting, Council members will elect a new Community Co-Chair to complete Toni Young's term which ends December 31, 2000. Two members, Sister Marymae Himm & Maria Rinaldi have submitted their letters of intent to run, and those letters are enclosed for your review. Please read their statements and come prepared with questions you might have for them prior to the vote.* **VOTE**	
	Election of At-Large Member to the Steering Committee *One candidate, Al Cunningham has submitted a letter of interest to fill the vacant At-Large seat on the Steering Committee. Please read his statement and prepare to vote.* **VOTE**	
4:15pm	Report from the Strategic Evaluation Committee *The Strategic Evaluation Committee will review the history and importance of evaluation for HIV prevention, with an emphasis on its implementation in San Francisco. The Committee will also review the new CDC Evaluation Guidance and its implications for San Francisco's Five-Year Strategic Evaluation Plan. Finally, there will be a Council discussion on the future direction of provider-level evaluation activities in San Francisco, with a possible vote.* **VOTE**	
5:15pm	Break	
5:25pm	Process Evaluation Report 1999 *The Community Health Studies Group will present the 1999 report summarizing process evaluation results and recommendations for the entire year.*	Kathleen Roe
5:45pm	Presentation Honoring Toni Young for her Term as Community Co-Chair *The HPPC, consultants, and DPH staff thank Toni for her year and a half of leadership of the Council.*	
5:55pm	Closure and Evaluation	

Note: All meetings are open to the public and are held in handicapped accessible facilities. Allotted time periods for agenda items are approximate and may require adjustments.

UPCOMING MEETINGS:
HPPC Meeting: Thursday, **May 11, 2000**, 3pm-6pm, Location TBA

Know your rights under the Sunshine Ordinance: Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the city and county exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

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HIV PREVENTION PLANNING COUNCIL
Summary Minutes of April 20, 2000

Next HIV Prevention Planning Council Meeting: Thursday, May 11, 2000, 3-6 p.m.
City Hall, Mayor's Conference Room

1. Food, Welcome Introductions and Announcements
A series of announcements was made including, but not limited to: the introduction of Marise Rodriguez, the new HIV Testing and Counseling Coordinator, and Lisa Reyes, new Health Educator, both at the HIV Prevention Section; Bill Barnes will be accepting a position for the Neighborhood Parks Department; and Al Cunningham will be documenting the HPPC's process by video.

2. Review and Approval of the March 9, Minutes
The minutes were approved with amendment by Maria Rinaldi (see full minutes).

3. General Public Comment
None

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4. Member Response
None

5. New Business/Council Member Agenda Input
See full minutes.

6. Co-Chairs Report
A draft of the HIV Prevention Section's application to the CDC for supplemental funds will be reviewed for a vote at the May HPPC meeting. The application may not be fully complete, but will be reviewed "as is" at the meeting.

7. Election of Community Co-Chair/Election of At-Large Member to the Steering Committee
Maria Rinaldi was elected the new Community Co-Chair, and Al Cunningham was elected to be an At-Large member of the Steering Committee.

8. Break

9. Report from Strategic Evaluation Committee
The following motion from the Committee was approved by the Council:

- We envision that the existing requirements for the BRA and DPH-required process data will be discontinued, with the timing of the phase-out at the discretion of DPH. During this phase-out, the new tools will contain the elements of the BRA and DPH required process data that provide useful, standardized information for SF's providers, planners, and DPH, while satisfying the state and federal mandates.

10. Process Evaluation Report 1999
Kathleen Roe, from the Community Health Studies Group, presented the Report.

Minutes written by Cicily Emerson, Polaris Inc.
Minutes Reviewed by Michael Discepola, Community Co-Chair, and Tracey Packer, DPH

11. Presentation Honoring Toni Young as Community Co-Chair

12. Closure and Evaluation

HIV PREVENTION PLANNING COUNCIL
Minutes of April 20, 2000

Next HIV Prevention Planning Council Meeting: Thursday, May 11, 2000, 3-6 p.m.
City Hall, Mayor's Conference Room

Members Present:
Marcos Bañales
Bill Barnes
Michael Bogan

Carla Clynes
Al Cunningham
Michael Discepola
Kimberley Gallant
Lynn Fischer-Ponce
Sister MaryMae Himm
Janetta Johnson
Mazdak Mazarei
Willi McFarland
John Newmeyer
Jorge Ortiz
J. Colin Partridge
Maria Rinaldi
Father River Sims
Steven Tierney
Martha Ugarte-Ortiz
John Blake West
A.Toni Young

Members Absent:
Melinda Martin
Nancy Pollard

Parliamentarian:
Evelyn Wilson

MGT Group:
Monika Hudson (facilitator)
Sharifa Wilson

DPH/HIV Prevention Section
Gigi Gregory
Betty Chan Lew
Kristen Clements
Elizabeth Davis
John Pabustan
Tracey Packer
Lisa Reyes

Guests:
Steven Gibson, Stop Aids Project
Jo Ellen Fisher, TARC
Janet Meyers, University Wide AIDS Research Program

Harder + Co.:
Dara Coan
Michael DeMayo

Process Evaluation Team:
Wendy Hussey
Kathleen Roe

Polaris R & D, Inc.:
Cicily Emerson
Lisa Manning

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1. Food, Welcome Introductions and Announcements

Willie MacFarland distributed copies of the DPH Quarterly AIDS Surveillance Report.

Lyn Fischer-Ponce distributed a LA Times article about the syphilis outbreak in LA. Five new cases have been reported in SF in the last two months.

Delia Garcia introduced Marise Rodriguez, new HIV Testing and Counseling Coordinator.

Tracey Packer introduced Lisa Reyes, a new Health Educator working with the Planning Unit of the HIV Prevention Section.

Bill Barnes has resigned from his post at the Mayor's Office and will be working for the Neighborhood Parks Department. This will not affect his work on the HPPC.

Al Cunningham informed the Council he would like to document the work of the HPPC by video. After a short discussion, it was determined that because the HPPC is a public body, according to the Sunshine Ordinance, video taping is allowed.

2. Review and Approval of the March 9, Minutes

Maria noted that she wished to amend the minutes.

- Amendment to the minutes (Page 18, paragraph 6, sentence 1):
  Maria felt that it was wrong to punish the entire public for **what was viewed as** disruptions from a certain group of people.

The minutes were approved with amendment noted.

In favor:	12
Opposed:	0
Abstain:	7
Absent:	1
Not present:	2
Total:	**22**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes	X				
Michael Bogan	X				
Carla Clynes			X		
Al Cunningham	X				
Michael Discepola	X				
Lyn Fischer-Ponce	X				
Kimberley Gallant			X		
Sister MaryMae Himm			X		
Janetta Johnson					X
Melinda Martin				X	
Mazdak Mazarei	X				
Willi McFarland			X		
Steven Tierney			X		
John Newmeyer			X		
Jorge Ortiz			X		
J. Colin Partridge					X
María Rinaldi	X				
Father River Sims	X				
Martha Ugarte-Ortiz	X				
John Blake West	X				
A. Toni Young	X				

3. General Public Comment: None

4. Member Response: None

5. New Business/Council Member Agenda Input

Toni announced that she had several copies of a DHHS publication for the Council, entitled "HIV/AIDS and Minorities: A Guide to Federal Programs". She felt that it was a good overview of what the federal government is doing regarding programs for minorities. She also directed any who are interested to speak to Marise regarding the outreach program San Francisco is doing with the State Office of AIDS.

Sister stated that he wanted an update on the Prevention for Positives Project. He also wanted an update from the recent Community Planning Leadership Summit.

Bill Barnes requested presentation of collateral materials to the HPPC from the Prevention for Positives Project's social marketing campaign.

6. Co-Chairs Report

Toni gave a report from the Community Planning Leadership Summit. She said that Michael Discepola and Tracey Packer did an excellent job presenting the SF Priority Setting Model during the California Institute. Toni presented on developing effective partnerships in the community planning model. She noted that SF's process evaluation tool, as well as other SF tools/models are being used in other jurisdictions.

There were several comments from council members about the Summit. Mazdak pointed out the Summit inspired him to gather more youth involvement in the HPPC. Al stated that from a membership standpoint it was interesting to see the different models out there, including Arizona's HPPC, which had a very open membership structure.

Al gave an update from the Membership Committee. They have received forty applications. He thanked all for their outreach efforts. They are moving forward with interviewing. Lyn Fischer-Ponce will be the Co-Chair the Membership Committee with Al. Bill Barnes expressed concern about too many people coming on to the Council at the same time. His concern was noted.

Toni gave an update from the Statewide Planning Group. In the process of determining a resource allocation model, the Resource Allocation Committee has considered penalizing SF and LA, because they already receive money from the CDC. Toni and others argued that this would not be prudent, as the epidemic is more prevalent in SF and LA. She is happy to report that both SF and LA will be able to receive the appropriate portion of funding.

Steven gave the Director's Report. He stated that it was a pleasure to be back in SF and on the HPPC, and he hopes that he will be able to direct the Prevention Section to be innovative as well as effective in managing programs. He noted that he will bring the materials from the Prevention for Positives project to the next meeting.

On another note, he encouraged council members to pay attention to the renewal of the Ryan White Care Act legislation. The bill is currently moving through the House of Representatives. He noted that Tom Coburn is moving the bill through Congress, and is attempting to merge prevention activities with care services. All should be wary of this. Nancy Pelosi's office, and other committees, are actively tracking this legislation.

Steven also pointed out that the HIV Prevention Section will be applying for $403,000 in supplemental funds from the CDC. The application is due May 30th, 2000.

There was a short discussion about the HIV Prevention Section's application, and how it was going to be reviewed by the HPPC. Steven stated that he planned to solicit feedback from the Steering Committee. There were several council members who felt that the entire Council needed to be able to review the application. Michael Discepola invited all to come to the next Steering Committee meeting if interested in reviewing the application. Steven said he would not be able to bring the entire application to the next Council Meeting on May 11th , because it was unlikely to be completed at that time, but he would bring what has been completed thus far for review by the full Council.

There was a decision that the application (regardless of whether it is complete) would be submitted before the Council for approval by vote at the May HPPC meeting.

7. Election of Community Co-Chair/Election of At-Large Member to the Steering Committee

Maria Rinaldi and Sister MaryMae Himm, the two nominees for the Co-Chair seat, were given five minutes each to address the Council.

Sister pointed out that parity includes other things besides gender and ethnicity. He is HIV positive, has experience working with the homeless, and has the ability to be inclusive. He feels with his leadership, he can help bring the HPPC of SF to a level of national recognition. He sees the position at one of service as opposed to leadership. He answered questions from several council members.

Maria stated that although she often disagrees with most of the other council members' positions, she still would be able to provide the leadership necessary to do the job. She has learned that one can either "win the battle or destroy the group" through her chairpersonship on the Priority Setting Committee, and understands the responsibility of being an effective Co-Chair. She sees the Co-Chair as a leadership role. She recognizes that she is not HIV positive, but she is a woman and an immigrant and can bring diversity to the Council.

Maria and Sister declined to stay in the room while the vote was called. They gave their votes prior to the rest of the Council.

Maria Rinaldi was elected the new Community Co-Chair.

Maria:	11
Sister:	8
Abstain:	2
Absent:	1
Not present:	0
Total:	22

Member	Sister MaryMae Himm	Maria Rinaldi	Abstain	Absent	Not present
Marcos Bañales		X			
Bill Barnes	X				
Michael Bogan			X		
Carla Clynes			X		
Al Cunningham		X			
Michael Discepola		X			
Lyn Fischer-Ponce	X				
Kimberley Gallant		X			
Sister MaryMae Himm	X				
Janetta Johnson		X			
Melinda Martin				X	
Mazdak Mazarei		X			
Willi McFarland	X				
Steven Tierney	X				
John Newmeyer	X				
Jorge Ortiz		X			
J. Colin Partridge	X				
María Rinaldi		X			
Father River Sims	X				
Martha Ugarte-Ortiz		X			
John Blake West		X			
A. Toni Young		X			

Toni announced that there was a candidate to fill the vacant At-large seat on the Steering Committee. Al Cunningham currently has been attending the Committee, and is interested in serving in this slot. She urged all to accept his candidacy. Al stated that he hopes he can help the Council move forward by serving on the Steering Committee.

Al Cunningham was accepted by consensus to be an At-Large member of the Steering Committee.

8. Break

9. Report from the Strategic Evaluation Committee

Sister MaryMae Himm gave an overview of the presentation (see attachment). The Strategic Evaluation Committee gave a skit presentation highlighting the data collection instruments that are used by SF providers, the DPH required process data, the BRA (Behavioral Risk Assessment), Outcome Measures, Client Satisfaction, and the state's SIQ (Statistical Information Questionnaire). They introduced the new CDC required Process Monitoring Data (see attached script).

Included in the presentation was the following motion:

- We envision that the existing requirements for the BRA and DPH-required process data will be discontinued, with the timing of the phase-out at the discretion of DPH. During this phase-out, the new tools will contain the elements of the BRA and DPH required process data that provide useful, standardized information for SF's providers, planners, and DPH, while satisfying the state and federal mandates.

Discussion on the Motion

Michael Bogan urged the Council to note that the motion used the word "envision". The motion is about the direction that they are going in, it is a concept vote. It was clarified that they the intention of the motion was to get the HPPC's approval on dropping the BRA requirement for providers.

Toni questioned when this was going happen. At what point do the variables get folded in? What about the state requirements, and about collecting other data? Kristen replied that the DPH is negotiating with the State to drop the SIQ when the new CDC tool is finished, which the State is also required to implement Toni suggested that the HPPC should make sure the state data is not lost in the process.

Michael Discepola stated that the new tool, although more efficient, may, in practice, result in more work for providers. He was not sure he was in support of this. To help him decide e asked for more details about what interventions would have to collect the new data. Kristen answered that the data must be collected by BRP and by intervention type. There will be roughly eight variables per intervention. Michael asked for more information on the eight variables and mandated requirements by the CDC.

The discussion continued. In general, council members wanted to know more detail about the new CDC requirements and the process that the DPH was going to enact for developing the new tool. The Strategic Evaluation Committee answered these questions. There was a suggestion that because BRA was the only uniform data collection tool required across providers and funding streams, its usefulness should be evaluated before the transition occurs.

Monika noted that the time was up for discussion on the agenda item, and the question was called.

The Strategic Evaluation Committee's Motion was approved with 16 in favor, 0 opposed, and 2 abstentions.

In favor:	16
Opposed:	0
Abstain:	2
Absent:	1
Not present:	3
Total:	**22**

Member	In favor	Opposed	Abstain	Absent	Not present
Marcos Bañales	X				
Bill Barnes					X
Michael Bogan	X				
Carla Clynes	X				
Al Cunningham			X		
Michael Discepola	X				
Lyn Fischer-Ponce			X		
Kimberley Galiant	X				
Sister MaryMae Himm	X				
Janetta Johnson	X				
Melinda Martin				X	
Mazdak Mazarei	X				
Willi McFarland	X				
Steven Tierney	X				
John Newmeyer	X				
Jorge Ortiz					X
J. Colin Partridge	X				
María Rinaldi	X				
Father River Sims					X
Martha Ugarte-Ortiz	X				
John Blake West	X				
A. Toni Young	X				

Sister encouraged anyone with questions to talk to the Strategic Evaluation Committee or attend the meetings, which occur the first Wednesday of each month as 3 p.m. at the AIDS Office.

10. Process Evaluation Report 1999

Kathleen Roe, from the Community Health Studies Group, presented this item.

Community Health Studies Group has been working with the HPPC for several years. The first year they did a retrospective evaluation. They see themselves as observers and participant observers. Kevin Roe goes most of the HPPC Committee meetings, and Wendy Hussey attends the Council. They are mostly health educators from the MPH program at San Jose State. She has a tremendous respect for community planning.

They do their work through surveys, observations, and one on one interviews.
They have not always given a written report on a yearly basis. In the past few years, they have been giving out process memos to the Co-Chairs after each council meeting.

She urged all to please participate by filling out the process evaluation surveys, especially to take the time to write in their comments.

She applauded the achievements of the HPPC and stated that in their report, they give out 50 recommendations, 25 of which had been made through out the process.

There were a number of comments from council members.

Colin stated that in his three and half years on the Council, he found the Process Evaluation activities difficult at first, but helpful. Sister stated that the Process Evaluation helps to give him an outside perspective besides my own, and urged council members to take advantage of the technical support services the HPPC has.

John Blake West urged the Process Evaluation Team to be more forthright in their suggestions.

Steven stated that monthly feedback sounded like a good practice. He urged all to realize that the HIV Prevention staff members are partners with the HPPC, and thought they are evaluated through Process Evaluation, they do not have opportunities to contribute to the Process Evaluation Report.

Al Cunningham stated that he hopes the Process Evaluation Team could be more responsive to the Council. The information given in the memos has never been shared with the full HPPC in his experience. In addition, he did not feel the surveys used were particularly engaging.

Kathleen Roe thanked the Council. She suggested that a Process Evaluation Report be put more regularly on the HPPC's agenda, and offered to meet with Al to improve the surveys. She also noted that Report can still be revised if some of the language was too strong.

11. Presentation Honoring Toni Young for her year Term as Community Co-Chair

Toni was presented with a mounted gavel and a globe from the HPPC. Steven stated that she has been a valuable asset to the Council, and her contributions will be missed.

Toni thanked the Council and stated that her experience as Community Co-Chair has been very valuable for her. She thanked Tracey Packer, and Betty Chan Lew of the HIV Prevention Section. She is happy that Steven has become the new director of the HIV Prevention Section. She has gifts for the Council that she will bring at the next meeting.

12. Closure and Evaluation

Michael Discepola thanked all for coming and drew the meeting to a close. The meeting adjourned at 6:03 p.m.

Minutes written by Cicily Emerson, Polaris Inc.
Minutes reviewed by Michael Discepola, Community Co-Chair, and Tracey Packer, DPH

Attachments:
Strategic Evaluation in San Francisco (handout)
Strategic Evaluation Committee Skit HPPC Meeting 4/20/00

Added Attachment:
New CDC Process Evaluation Requirements: A Brief Overview

Attachments for Absent Members:
Quarterly AIDS Surveillance Report
Co-Chairs Report
HIV Prevention Director's Report
Emails from Candidates
ACT-UP Handout
LA Metro Article
HPPC Representation and Experience

Strategic Evaluation in San Francisco

Where We've Been and Where We're Going

What Is Evaluation for HIV Prevention?

- Using data to see if HIV prevention is working in San Francisco
  - Individual programs
  - Specific types of interventions
  - City wide

Why Is Evaluation Important for HIV Prevention?

- It gives us a way to see whether prevention efforts are in line with the changing epidemic
- Evaluation results inform prevention planning and resource allocation
- It gives a voice to consumers of services
- It tells us which interventions work for whom

Why Is Evaluation Important for HIV Prevention?

Evalution is a critical tool in reducing the transmission of HIV.

What Does Evaluation Currently Look Like in SF?

- Providers collect data on their own programs
- Researchers conduct studies on interventions to see whether they work and for whom they work
- DPH evaluates HIV prevention for the city as a whole, looking at trends over time (AIDS, STDs, HIV, etc.)

Today, the Strategic Evaluation Committee wants to talk about evaluation done by providers and to get HPPC input on the future direction of this type of evaluation.

Data Collection Instruments Used by SF Providers

- DPH-required process data (Sister)
- BRA (Carla)
- Outcome measure ("impact" measure - Colin)
- Client satisfaction (Steven)
- SIQ (Krlsten)
- In the future, providers will collect CDC-required process monitoring data (Lisa)

CDC-Required Process Monitoring Data

- Must be collected on all clients
- Some data across all interventions, some data specific to interventions
- Asks for demographics and BRP
- Data is standardized across agencies
- Examples of data elements: # of PCM sessions, # of partners counseled & tested

The Big Picture Question

- This is a lot of data for providers to collect
- How can we streamline the data collection process, reduce redundancy, reduce provider burden, and retain the data elements that are useful and informative for providers and planners in SF, while meeting state and federal (CDC) requirements?

Getting Input

- The SE Committee feels it is crucial to get input from all the players to answer this question:
  - CDC
  - DPH
  - ODTA
  - state health department
  - providers

Provider Input: Results

- Overwhelmingly, providers find the outcome measure to be useful for improving their programs
- Most providers do not find the BRA to be especially useful, with some exceptions

Strategic Evaluation Committee Proposal

- Given all this input, the SE Committee today proposes changes in the requirements that affect:
  - DPH process data requirements
  - BRA
  - CDC process monitoring data requirements
  - SIQ

The Strategic Evaluation Committee Motion

- We envision that the existing requirements for the BRA and DPH-required process data will be discontinued, with the timing of the phase-out at the discretion of DPH. During this phase-out, the new CDC tools will be phased in. These new tools will contain the elements of the BRA and DPH-required process data that provide useful, standardized information for SF's providers, planners, and DPH, while satisfying state and federal government mandates.

Advantages of This Proposal

- Can aggregate data
- Data can be used for planning and prioritization
- Less work for providers
- Data elements tailored to SF
- Useful BRA elements are not being lost
- Providers can still do BRA if it's useful for their own planning and evaluation activities

Next Steps

- This is one small step in a long process: we'll be back with more later
- Other data requirements (outcome measure, client satisfaction) will be examined further later
- Throughout this process, the Committee is committed to continuing to get input from all stakeholders, particularly providers

Strategic Evaluation Committee Skit
HPPC Meeting, 4/20/00

Cast

DPH-required process data – Sister
BRA – Carla
Outcome measure – Colin
Client Satisfaction – Steven
SIQ – Kristen
CDC-required process monitoring data – Lisa
Narrator – Bill

Presentation on the "whys" of evaluation – Sister.

Bill introduces skit: We have a special treat for you today. The data collection instruments that providers use are here to tell you about themselves and what they do.

DPH-Process Data (Sister): Hi, I'm the process data required by DPH.

- I am made up of data about individual clients' demographic characteristics, such as their age, race, and gender.
- DPH requires that providers collect me on all clients.
- My intention is to show providers and DPH who is getting served by the HIV prevention programs in the city.
- In reality, my data are collected differently by different providers so it is difficult to combine the data to make statements about the whole city. Some of my data are only estimates of people served. Also, I cannot tell DPH or providers which people are being served with which intervention.

BRA (Carla): Hi, I'm the Behavioral Risk Assessment, otherwise known as the BRA. The HPPC invented me about 4 years ago.

- I am made up of questions about individual clients' demographic characteristics as well as questions about clients' risk behaviors, such as condom use and injection drug use.
- The HPPC and the DPH require that providers do me on 100 clients, or 20% of their client base, whichever is smaller.
- I have two intentions: 1) to build the capacity of providers to do their own data collection and analysis, and 2) To help providers see whether they are serving high-risk individuals.
- It is NOT my intention to provide standardized data that is aggregated across agencies to give a picture of who is being served in the city. It is also NOT my intention to provide data that could be used for prioritization.
- I have done some great things. Agencies in San Francisco now have good capacity for data collection, some more so than others. Many agencies like me.

They use me to do risk assessment, improve their programs, or measure their program outcomes. Some agencies don't like me so much; they think I am a hoop they have to jump through to get funding.

Outcome Measure (Colin): Hi, I'm the impact measure that DPH requires.

- First of all, let me clarify something. My name is confusing. In contracts with DPH, I am called "impact" measure. CDC calls me "outcome" measure, and that's what I have decided I want to be called from now on.
- I am made up of a pre-test and post-test survey that is given to clients that asks them about their risk behavior.
- The HPPC and the DPH require that providers administer me on a small number of clients in ONE intervention at each agency.
- Many agencies link me with the BRA. They use the BRA, or a version of it, as the pre-test and post-test. Many agencies like me because I can tell them whether their intervention is working to change people's risk behavior.

Client Satisfaction (Steven): Hi, I'm the tool that providers use to measure client satisfaction.

- The City Health Commission requires that providers measure client satisfaction.
- Each provider decides how they are going to administer me. Some providers make me a survey, others make me focus groups.
- My intention is help providers see whether their clients are satisfied with their services, for example, whether clients feel that the staff are sensitive to their needs.
- Agencies use my information to improve their programs so that they are more responsive to clients.

SIQ (Kristen): Hi, I'm the Statistical Information Questionnaire, but you can call me SIQ.

- I am made up of a bunch of demographic questions, and a few that are related to behavioral risk population.
- All state-funded providers are required to administer me on all clients.
- My intention is to show how much money is going to serve different populations, such as women, youth, and men who have sex with men.

CDC data (Lisa) saunters in.

All: Who's that? I've never seen her before.

CDC-required Process Monitoring Data (Lisa): Hey everyone. I'm the new kid on the block. Allow me to introduce myself. I am part of the new CDC Evaluation Guidance, issued in December 1999. I am the new requirements for collecting process monitoring data. Let me tell you a little bit about myself.

- I am made up of lots of different kinds of data. Mainly, I ask about demographics, about behavior necessary to define which BRP a person belongs to, and then I elicit some specific information depending on the type of intervention the person is receiving.

- CDC is requiring that all CDC-funded providers collect me on all client contacts starting in January 2000, but San Francisco has not yet implemented me. San Francisco is planning a pilot phase for me beginning in 2001.
- My intention is to document who is being served, what services they got, and what resources were used to deliver those services. In other words, I can provide a picture of who is being served in the city of San Francisco (and in the nation as a whole) with which HIV prevention interventions.
- In reality, most jurisdictions are not collecting me in any standardized way, including San Francisco. But, San Francisco providers already collect me in their own way, because they have practiced with the BRA and with the DPH-required process data. I'm going to have to have a talk with you San Francisco people to make sure that I get done. I've got some pretty good ideas about how I'll fit in around here. I'll tell you about that later.

John continues presentation with The Big Picture Question.

Bill introduces part 2 of the skit: The data collection instruments would like to tell you themselves how they plan to work this all out.

CDC (Lisa): Seeing as I'm the head honcho here, and you've got to get going on implementing me, I'm going to start shaping you all up and making this whole process more efficient. DPH-required process data, let's start with you.

CDC (Lisa) pulls DPH data (Sister) over.

CDC (Lisa): What is this? You're practically the same as me! I'm going to combine you with me. Give me your parts.

CDC (Lisa) takes cards off of DPH (Sister).

DPH Process Data (Sister): But I feel so used and discarded.

CDC (Lisa): Whatever. Now, SIQ, I've got something special for you.

SIQ (Kristen) walks over. CDC (Lisa) delivers a beating. SIQ dies.

CDC (Lisa) *(to SIQ):* As soon as I'm up and running and meeting the state's data needs, you're outta here. BRA, you're next. Hmmm. Your demographics look pretty similar to mine, so let's just combine them. And look at all these behavior questions! Can't we make that simpler? I'm going to take your best behavior data elements and add them on to me.

CDC (Lisa) takes cards off of BRA (Carla).

BRA (Carla): But what's going to happen to me? You've taken away all my parts. Don't you need me anymore?

CDC (Lisa): Of course we need you. You've been such a big help to lots of providers. We're just gonna merge together. Now isn't that nice?

BRA (Carla): But providers have worked so hard to get me up and running, and lots of them just think I'm the bomb. Now I'm not really myself anymore.

CDC (Lisa): You can still be yourself. Providers can still administer you if it's useful for them, to help them see who they're serving, improve their programs, measure their outcomes, or do risk assessment. They just won't be *required* to do it, or to report the results to DPH.

Client Satisfaction (Steven) and Outcome (Colin) are standing off to the side, looking a little nervous. They start to run away.

CDC (Lisa): Outcome and Client Satisfaction, I'm feeling a little generous today so I'm gonna let you go for now. But I'll be coming back for you another day, just you wait. *(To audience):* Look at me now! I've got the best parts of all the tools so I work for San Francisco's needs; I'm standardized and I'm collected on all clients, so I can be aggregated; and I'm less work for providers than if they had to do me plus all those other guys. OK, that's it for now. We'll see you in a few months!

Finish presentation.

New CDC Process Evaluation Requirements: A Brief Overview

The CDC has instituted some new requirements around the collection of process data effective as of January 2000. These new requirements will affect **ALL** HIV prevention services with contracts through the San Francisco Department of Public Health (regardless of the funding source- state, federal, and general fund). CDC is requiring that data be collected on **ALL** client contacts for each intervention type.

According to the CDC:
"Evaluation is a critical activity for any HIV prevention program that wants to make sure that they are providing the best prevention service possible. For health departments and local providers, evaluation of their planning, implementation, and results allows them to feel confident that they're doing the most they can with available resources and to improve programs where necessary."

The CDC has stated that they need standardized evaluation data from grantees for the following reasons:

- to determine the extent to which HIV prevention efforts have contributed to a reduction in HIV transmission nationally
- to improve programs to better meet the goal of reducing HIV transmission
- to help focus technical assistance and support
- to be accountable to stakeholders (congress, the American public) by informing them of the progress made in HIV prevention nationwide.

The following is a summary of the new minimum requirements by intervention type. Other requirements (State, AIDS Office, HPPC) will be incorporated as well.

CDC Intervention Category	Client Data	Agency Data
Individual Risk Reduction Counseling (IIRC)	BRP* Age Race/Ethnicity Setting where client reached # Sessions client received	Agency Name Type of Agency (e.g., CBO) # FTE staff for intervention # volunteers for intervention Cost of intervention Component of CLI
Single & Multiple Session Groups	BRP* Age Race/Ethnicity Setting where client reached # Sessions client received	Agency Name Type of Agency (e.g., CBO) # FTE staff for intervention # volunteers for intervention Cost of intervention Component of CLI
Venue-Based Individual Outreach (VBIO) Brief & Extended	BRP* Age Race/Ethnicity Setting where client reached Materials distributed	Agency Name Type of Agency (e.g., CBO) # FTE staff for intervention # volunteers for intervention Cost of intervention Component of CLI

Prevention Case Management (PCM)	BRP* Age Race/Ethnicity Setting where client reached # PCM sessions client received Serostatus of client (+,-, ?)	Agency Name Type of Agency (e.g., CBO) # FTE staff for intervention # volunteers for intervention Cost of intervention Component of CLI
Health Communication / Public Information (HCPI)**	BRP(targeted?) Age (targeted?) Race/Ethnicity (targeted?) # hotline callers # materials requested # presentations or lectures # exposed to print material # exposed to electronic material # condoms distributed	Agency Name Type of Agency (e.g., CBO) # FTE staff for intervention # volunteers for intervention Cost of intervention Type of HCPI intervention Component of CLI
Partner Counseling and & Referral Services (PCRS)***	BRP* Age Race/Ethnicity # HIV + clients interviewed # client referred spousal partners # client referred other partners Provider referred: # partners identified # partners located # spousal partners identified # spousal partners tested # spousal partners known HIV+ # spousal partners newly infected # non-spousal partners identified # non-spousal partners tested # non-spousal partners known HIV+ # non-spousal partners newly infected	Agency Name Type of Agency (e.g., CBO) # FTE staff for intervention # volunteers for intervention Cost of intervention Component of CLI
Community Level Intervention (CLI)	Data for each "sub-intervention" that makes up the CLI will be reported according to the interventions outlined above.	

* BRP = Behavioral Risk Population. This will be determined by requiring behavioral questions.

** According to CDC, CLI would also include Hotlines, the Condom Distribution Program, and Venue-Based Group Outreach / Events (e.g., health fairs, theater, bar events, speakers bureau, large group workshops, classroom education groups).

*** Does not include Counseling & Testing. Unclear whether demographics are that of the index case or the referred partner(s).

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5/9/00

Public Meeting

Share your ideas!

Brainstorm Priorities!

HPPC
CDC Supplemental Funds Meeting

Innovative Interventions!

BARS vs. CO-Factors?

ON: Tuesday, May 9, 2000

FROM: 12:00 -2:00 PM

AT: 25 Van Ness Avenue, 8th Floor
San Francisco, CA

Here's what we'll discuss:

12:00-12:10	Welcome and check-in	Steven
12:10-12:20	Public Comment	
12:20-12:35	Review CDC and HPPC information on CDC Supplemental Funding	Tracey
12:35-1:00	FY 2000 Proposal	Steven
1:00-1:45	Discussion and Editing	All
1:45-2:00	Recommendation to Council (Possible Vote)	All

NOTE: All meetings are open to the public and are held in handicapped accessible facilities.

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HIV Prevention Planning Council Meeting
Thursday, May 11, 2000
Mayor's Conference Room (201) at City Hall
Van Ness at Grove, San Francisco

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Meeting called by Co-Chairs: Michael Discepola, Maria Rinaldi, and Steven Tierney

3:00pm	Food, Welcome, Introductions, Announcements	Steven Tierney
3:15pm	Review and Approval of Minutes of April 20, 2000	Steven Tierney
3:20pm	General Public Comment	Steven Tierney
3:30pm	Member Response to Public Comment (as necessary)	All Members
3:35pm	New Business/Council Member Agenda Input to the Parking Lot *During this agenda item, HPPC members can suggest topics for the HPPC to discuss on future agendas. Members will be asked to consider whether suggested items will be added to the Parking Lot.* **POSSIBLE VOTE**	Steven Tierney
3:45pm	Co-Chairs Report *The Community Co-Chairs and the HIV Prevention Director will provide written reports of their activities, those of the Steering Committee, and those of the HIV Prevention Section.*	M. Discepola, M. Rinaldi, S. Tierney
3:55pm	Discussion and Vote for Letter of Concurrence with the 2000 Supplemental Application to CDC *The HPPC will review the proposal resulting from the Supplemental Funding Meeting, May 9 and discuss supporting the application to CDC with a letter of concurrence.* **VOTE**	
4:35	BREAK	
:45	Report from the Membership Committee *The Membership Committee will present an update of its work on recruitment, interviewing, and selection of new HPPC members.*	
5:00	Epi Working Group Report *The Epi Working Group will present a progress report on its revision of the Epi Chapter of the HIV Prevention Plan.*	
5:10	Treatment on Demand *The Heroin Subcommittee will present the results of its work this year and suggest methods for working on issues regarding heroin use and HIV prevention.*	Heroin Subcommittee
5:30	Strategic Planning for the Department of Public Health *The Department of Public Health is currently involved in a strategic planning effort and is requesting community input. A brief presentation will be made, followed by an opportunity for HPPC members to give suggestions to the Department about HIV prevention efforts, funding, and other health issues.*	
5:50pm	Closure and Evaluation	

Note: All meetings are open to the public and are held in handicapped accessible facilities. Allotted time periods for agenda items are approximate and may require adjustments.

UPCOMING MEETINGS:
HPPC Meeting: Thursday, **June 8, 2000**, 3pm-6pm, Location TBA

Know your rights under the Sunshine Ordinance: Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the city and county exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

HIV PREVENTION PLANNING COUNCIL
Minutes of May 11, 2000
SUMMARY OF MINUTES

12
3
11/00

The Next Meeting will be held on June 8, 2000 at a location TBD.

1. FOOD, WELCOME, INTRODUCTIONS AND ANNOUNCEMENTS

The meeting was held at 25 Van Ness Avenue, Room 330A, which is a different venue than normal, for reasons out of the Council's control.

2. REVIEW AND APPROVAL OF THE APRIL 20, 2000 MINUTES

The minutes of the meeting held on April 20,2000 were approved.

3. GENERAL PUBLIC COMMENT

Steven Gibson of Stop AIDS Project announced the formation of a new website and TV commercial for HIV positive people.

5.1 NEW BUSINESS/COUNCIL MEMBER AGENDA INPUT TO THE "PARKING LOT"

The motion to rank the current Parking Lot items into the top five issues so they can be dealt with during the remaining time for this Council's service; and to associate all current and future agenda items and Parking Lot items with the CDC Guidance code passed with 14 in favor and none opposed.

5.2 NEW BUSINESS/ LETTER TO THE EDITOR RE "HIV DOES OR DOESN'T CAUSE AIDS"

The chairman decided to table the vote on the motion by Sister Marymae Himm to publish a letter in support of the scientific belief that HIV is the cause of AIDS until the next meeting.

5.3 NEW BUSINESS/ HPPC-DPH CONFLICTS

Michael Bogan is concerned that as a result of the recent study Community Planning and Council members conducted by the Department of Public Health, and the Center for AIDS Prevention Studies, CAPS, the DPH now has in its computer records various personal, health and political information on HPPC members by name, which could potentially cause conflicts of interest or abuses of power, or allow parties to find out things about HPPC members which could adversely affect the way the member is thought of . Steven will set up a meeting with Mitch Katz and Cynthia Gomez, the principal investigators to discuss the matter. He proposes that at the next meeting a list be circulated and those not wanting their information published should so indicate on the list. He offered his apologies on behalf of the DPH to Michael. Bogan.

6. CO-CHAIRS REPORT

Steven spoke about the venue being used for today's meeting and future meetings. He said that the Council cannot meet at the Mayor's office conference room as usual since a meeting scheduled there can be canceled at any time prior to the start of said meeting. Everyone should investigate alternate venues, including locations within the community.

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UCHAPS (Urban Coalition of HIV/AIDS Prevention Services), a group of six major cities that receive direct CDC funding, is having their next meeting in Chicago.

Janetta wants to add language to include the transgendered community to an issue which is now in the Parking Lot. Steven said she should take the issue to Tracey for action.

7. DISCUSSION AND VOTE FOR LETTER OF CONCURRENCE WITH THE 2000 SUPPLEMENTAL APLICATION TO CDC

A proposal for the disbursement of FY 2000 Supplemental Funds and creation of a new "Fund for Innovation" was carried by a vote of 15-0.

8. REPORT FROM THE MEMBERSHIP COMMITTEE

The names of 16 people have been sent to Dr. Katz for selection of new Council members. New Member Orientations sessions have been scheduled. Members are urged members to attend.

A discussion took place on the subject of representation on the Council. Several people objected to the exercise. The Chairman tabled the discussion until the next meeting when legality issues would have been explored.

4.

5. **9. REPORT FROM THE EPIDEMIOLOGY WORK GROUP**

Overheads were shown basically showing the recommendations for the layout of a new Epi chapter.

10. REPORT FROM TREATMENT ON DEMAND/HEROIN SUBCOMMITTEE

The report focused on overdose prevention, alternative treatments for addition, soft tissue infections, and Hepatitis C. The committee urged more attention to these issues. The presenters agreed to schedule another presentation to give an extended report.

10. **11. STRATEGIC PLANNING FOR THE DEPARTMENT OF PUBLIC HEALTH**

Tangerine, Director of Strategic Planning for the DPH, found that the services mandated by the CDC HIV/AIDS initiative are too narrow, and that the community's needs often fall outside of these mandated areas. Council members are invited to visit the DPH website under strategic planning to see minutes of all of the committees that participate in DPH planning functions. Town Halls are now being held in all San Francisco supervisoral communities. A Spanish translation of Town Hall meetings is available.

HIV PREVENTION PLANNING COUNCIL
Minutes of May 11, 2000

Members Present:
Marcos Banales
Bill Barnes
Michael Bogan
Carla Clynes
Al Cunningham
Michael Discepola
Lyn Fischer-Ponce
Kimberley Gallant
Sister MaryMae Himm
Nancy Pollard
Janetta Johnson
John Newmeyer
Jorge Ortiz
J. Colin Partridge
Maria Rinaldi
Steven Tierney
Martha Ugarte-Ortiz
John Blake West

Members Absent:
Melinda Martin
Mazdak Mazarei
Willi McFarland
Father River Simms

Parliamentarian:
Evelyn Wilson

MGT Group:
Monika Hudson (facilitator)

DPH/HIV Prevention Section
Gigi Gregory
Betty Chan Lew
Tracey Packer
Lisa Reyes

Guests:
Steven Gibson, Stop Aids Project
Anton D. Minn, LSTC
Terry Beswick, B..A.R.
Rachel McLean, HAYOT
Jennifer, HAYOT
Harder + Co.:
Dara Coan
Michael DeMayo

Process Evaluation Team:
Wendy Hussey
Kevin Roe

Polaris R&D, Inc.
Cicely Emerson
Amani Flood

1. FOOD, WELCOME, INTRODUCTIONS AND ANNOUNCEMENTS

The meeting was chaired by Steven Tierney. Steven announced that the meeting was being held at 25 Van Ness Avenue, Room 330A, which is a different venue than normal, for reasons out of the Council's control. It is not his preference as it is much smaller and some people have to sit with their backs to the door. Further discussion on the meeting room issue would be taken up in the Co-Chairs' Report. Steven announced that Maria Rinaldi had called to say she would be a few minutes late, and that River Simms had called to say he would be not attend the meeting due to a family emergency.

Sister Mary Mae Himm announced that the first and third Friday in June from 5:30 – 7:30 p.m., the Sisters of Perpetual Indulgence are putting on a social event for gay men living with HIV. He hopes everyone can make it and asked Council members to pass the information along to friends.

Lyn Fisher-Ponce announced that an article in the Advocate newspaper stated that one-half of the reported syphilis cases in Los Angeles have occurred in HIV positive people.

Steven Tierney announced that arrangements had been made for the presence of security guards to assist if needed. Unlike at City Hall, there are no security guards available unless pre-arranged.

2. REVIEW AND APPROVAL OF THE APRIL 20, 2000 MINUTES

Motion was made and seconded for the approval of the minutes of the last meeting. The minutes were passed around and time was given for the attendees to read them over.

In favor:	13
Opposed:	0
Abstain:	0
Absent:	5
Not Present:	3
Not Polled	1*
Total:	22

*Nancy Pollard

Member	In Favor	Opposed	Abstain	Absent	Not Present
Marcos Banales	X				
Bill Barnes					X
Michael Bogan	X				
Carla Clynes	X				
Al Cunningham	X				
Michael Discepola	X				
Lyn Fischer-Ponce	X				
Kimberley Gallant	X				
Sister MaryMae Himm	X				
Nancy Pollard					
Janetta Johnson	X				
Melinda Martin				X	
Mazdak Mazarei					X
Willi McFarland				X	
John Newmeyer	X				
Jorge Ortiz	X				
J. Colin Partridge					X
Maria Rinaldi					X
Father River Simms				X	
Steven Tierney	X				
Martha Ugarte-Ortiz					X
John Blake West	X				

3. GENERAL PUBLIC COMMENT

Steven Gibson of Stop AIDS Project announced the formation of a new website and TV commercial for HIV positive people. They are looking for 5 or 6 volunteers to be filmed and photographed for the project. He passed around a flyer titled "Do Something for Your Community – Be On TV" with more information. Auditions will take place on June 4 and 5. Interested persons can call 415-837-1100.

4. MEMBER RESPONSE TO PUBLIC COMMENT

None.

5.1 NEW BUSINESS/COUNCIL MEMBER AGENDA INPUT TO THE "PARKING LOT"

Steven explained that the Steering Committee keeps a "Parking Lot," which is a list of agenda items to be calendared for later discussion and placement on the agenda. At this point the Parking Lot has grown too large, 18 issues, therefore the items cannot be handled during this term. Steven made a proposal to revise the procedure for the Parking Lot so that whenever a new item is suggested for inclusion by a Council member, a vote would be taken immediately to determine whether the item would be put into the Parking Lot. The second part of the proposal is for the committee to look at the current Parking Lot and revise the list of items to remain in the Parking Lot for discussion this year. Each member would be asked to choose 5 current Parking Lot items they would like addressed by the Council. The Steering Committee would then rank the issues based on Council member responses and then consider the items for placement on future agendas.

Al pointed out that during the recent restructuring effort a decision was made that matters which aren't in the purview of the Council should no longer be taken up, and he noted that the Parking Lot may contain items that fall outside of those 15 or so categories. Sister agreed with Al and pointed out that also during restructuring the Council agreed that all agenda items should henceforth include the reference number associated with the CDC Guidance for community planning groups. That procedure has not been happening and he feels that it should start. He then pointed out that the current Parking Lot items do not reflect the Guidance Outline codes therefore he would have a problem ranking the Parking Lot items without that information.

Steven agreed to have the HIV Prevention Section to do the cross-referencing as requested by Sister between now and the next mailing and get a new Parking Lot list out to the members. Then at the next full Council meeting the ranking of Parking Lot items could take place.

The motion to change the procedure of the Parking Lot as follows: to immediately decide when an issue comes up whether or not it should go in the Parking Lot; to rank the current Parking Lot items into the top five issues so they can be dealt with during the remaining time for this Council's service; and to associate all current and future agenda items and Parking Lot items with the CDC Guidance code passed with 14 in favor and none opposed.

In favor:	14
Opposed:	0
Abstain:	0
Absent:	4
Not Present:	2
Not Polled	2*
Total:	22

*Nancy Pollard/Steven Tierney

Member	In Favor	Opposed	Abstain	Absent	Not Present
Marcos BAZales	X				
Bill Barnes					X
Michael Bogan	X				
Carla Clynes	X				
Al Cunningham	X				
Michael Discepola	X				
Lyn Fischer-Ponce	X				
Kimberley Gallant	X				
Sister MaryMae Himm	X				
Nancy Pollard					
Janetta Johnson	X				
Melinda Martin				X	
Mazdak Mazarei				X	
Willi McFarland				X	
John Newmeyer	X				
Jorge Ortiz	X				
J. Colin Partridge	X				
Maria Rinaldi	X				
Father River Simms				X	
Steven Tierney					
Martha Ugarte-Ortiz					X
John Blake West	X				

5.2 NEW BUSINESS/ LETTER TO THE EDITOR RE "HIV DOES OR DOESN'T CAUSE AIDS"

Sister Mary Mae is concerned that information being disseminated within the community by dissident groups may be negatively affecting HIV risk behavior in the community served by the Council. He proposed that, in an effort to end the Council's discussion on whether HIV does or does not cause AIDS, technical support should compose a letter on HPPC letterhead for publication in the local newspapers' "Letters to the Editor" section and/or for paid advertisements, stating the purpose and intent of the HPPC, that as the HPPC we believe that HIV is the cause of AIDS, that the AIDS dissident network's messages and fabrications damage prevention efforts in the City and County of San Francisco, and that the HPPC encourages the community to continue to get informed about HIV prevention and care and to help end the spread of the epidemic. The letter would be brought to the Council for a vote at the next meeting and would be signed by all interested Council members.

Martha asked whether signatories would sign as interested persons or as Council members. Sister said anyone could sign the letter, but that the Council as a group should take responsibility for the letter. There was a point of clarification whether the issue could be brought up now, but it was believed that the members could vote today to give the assignment to Technical Support,

but that the actual vote on the proposal to issue the letter would have to take place at a future meeting after being posted as an agenda item.

Michael DeMayo became frustrated and asked for a delay in the vote because many assignments are being handed off to technical support without consideration for whether or not an assignment was in the scope of work of technical support. He stated that Technical Support gets many such requests and they are not, in his opinion, always within their scope of work.

Sisters said that he would be willing to accept a friendly amendment that someone on the office staff or someone else could write the letter.

Steven made a point of clarification that in the future all such requests should pass by the HIV Prevention Section and/or the co-chairs to determine appropriate assignment of Council work. Sister said that he would substitute the HIV Prevention Section for technical support in his motion.

Sister summarized by saying that he feels that the community has gone round and round over this issue and that the conflicting information being disseminated is dangerous for the HIV negative population, and having an impact on HIV prevention, and that since the HPPC is the formal body responsible for HIV/AIDS prevention, the Council should strongly address this issue. The chairman decided that Sister's proposal would be tabled until the next meeting so Council members could vote on the motion.

5.3 NEW BUSINESS/ HPPC-DPH CONFLICTS

Michael Bogan is concerned that as a result of the recent study Community Planning and Council members conducted by the Department of Public Health, and the Center for AIDS Prevention Studies, CAPS, the DPH now has in its computer records various personal, health and political information on HPPC members by name, which could potentially cause conflicts of interest or abuses of power, or allow parties to find out things about HPPC members which could adversely affect the way the member is thought of by the viewer. He is not questioning the investigator's or anyone else's integrity, but is concerned that this has happened, and continues to happen, and that there seems to be no way of getting around it. When he called the DPH/CAPS to discuss this matter and to ask if the study had been reviewed by the Human Subjects Institutional Review Board, he was told that the DPH/CAPS had no obligation to review the matter because in their capacity as HPPC members, Council members are considered public servants, not human subjects. Michael's concern was then referred back to the DPH; right back to the source of the problem. He wants to know why the Council structured itself this way, considering the sensitive confidentiality issues, and he want to open up a discussion about this matter within the Council to get Council members feedback.

Maria responded that she appreciates Michael's candidness, and feels that members on the Council should be more aware that they are indeed public officials. She and Michael Discepola will look into the matter they will report back to the Council at the next meeting during the co-chairs report. Michael Bogan further stated that as a body the HPPC is required to support its findings by science. When the people who are studying the Council (HPPC) do so without science – like using studies with ethical problems, it's bad science. We therefore should have set

ourselves up to be disparaged about the science and we have to recognize that this affects the public perception of who we are, the fact that we are aligning ourselves with a study that may have ethical problems. He believes this needs attention and agrees that Maria's approach is a good idea.

Steven will set up a meeting with Mitch Katz and Cynthia Gomez, the principal investigators. As for the technical information, this research project is not funded by the university-wide HIV study. People should call or e-mail Michael Discepola with their questions or concerns about the study, and this item will be included in the report for the next meeting. Another issue that M. Bogan has is about confidentiality. About a year ago, Toni Young (a past Council member and community co-chair) was almost beaten up by some people who sometimes come to HPPC meetings to give public comment. It happened several blocks from M. Bogan's home. After the incident M. Bogan asked DPH not to give out or publish his home address. But the DPH did publish his home address. For example the sign-in list posted at the meeting contains members' addresses. He requests that they be removed from that list. He questions what this says about the DPH's commitment to confidentiality.

Steven said he assumes that the address list was intended so the members could reach each other. He proposes that at the next meeting a list be circulated and those not wanting their information published should so indicate on the list. He offered his apologies on behalf of the DPH to M. Bogan.

6. CO-CHAIRS REPORT

Steven spoke about the venue being used for today's meeting and future meetings. He said that the Council cannot meet at the Mayor's office conference room as usual. Furthermore, since a meeting scheduled there can be canceled at any time prior to the start of said meeting, DPH staff will try to locate alternate rooms at City Hall or elsewhere for use by the Council.

Steven thanked Gigi for completing her work with the Membership Committee. It was a lot of work and Gigi helped things run smoothly. The Committee interviewed 20-22 potential candidates. This issue of membership will be revisited later in the meeting.

CDC Evaluation requirements were discussed at the last meeting. If anyone has any questions, please ask him about it.

Maria reported UCHAPS (Urban Coalition of HIV/AIDS Prevention Services), a group of six major cities that receive direct CDC funding, is having their next meeting in Chicago. Someone from the Council should attend the meeting to brainstorm agenda items and discuss how to advocate for the six cities. Maria will go to the meeting to represent the San Francisco HPPC. Maria or Michael Discepola will sit on the UCAPS Steering Committee. Anyone else who is interested in UCAHPS should contact Maria.

Janetta wants to add language to include the transgendered community to an issue which is now in the Parking Lot. Steven said she should take the issue to Tracey for action.

Al urged the Council to look outside of the usual meeting places and consider meeting at locations within the community, especially as the Council grows larger. He understands the security issues and would be open to talking about them further.

7. DISCUSSION AND VOTE FOR LETTER OF CONCURRENCE WITH THE 2000 SUPPLEMENTAL APLICATION TO CDC

Steven passed around a Proposal for the Disbursement of FY 2000 Supplemental Funds. Recall that at the last meeting a task force was set up to deal with the issue of prioritizing supplemental funds. A good group of 15 or so people turned out to work on it and they had a positive meeting, but because of a late meeting last month and an early meeting this month, the proposal is still in somewhat unfinished form. The attached proposal is what they came up with. Now the Council needs to discuss it and take a vote on whether or not they will support the proposal.

Council members were given copies of the proposal with a few minutes to read it over. For clarification, each year's funds are appropriated and then authorized. Usually the authorization does not meet the amount appropriated. A Funding Streams handout was passed around. It is the intent of the DPH to spend all of the money allotted, however at the end of the fiscal year there is sometimes money left over from programs that did not spend all of their allotment and some may have gone out of business. Any excess funds not spent must be returned to the CDC. However, an application can be made to revert those funds back to the DPH. That becomes the supplemental grant. The Council has applied for this grant and while it has not heard a definite response to its application, it believes the grant will be awarded.

The money being discussed now is not the unspent dollars - which San Francisco expects to receive back from the CDC. The money being discussed here in an additional $403,000 supplemental award that would be added to the San Francisco yearly base award from the CDC. Once awarded however, there is a short window of time in which to show how the grant will be spent so we need to be ready with a proposal. The idea behind the proposal before the Council now is to spend these additional funds on new and innovative programs for the target groups. This proposal seeks to fund 4 or 5 innovative programs, giving each one $75,000 - $100,000 each, enough funds and enough time to bring their ideas to fruition, rather than spread the money too thin and short-fund the ideas. Under the proposal these funds would be used for services only, not for evaluation.

Carla expressed concern about BRP's. She wants to ensure that transgender populations are targeted. Maria addressed her questions saying that the projects funded in 1998 for transgendered populations are still in place. The 1997 supplemental funded projects will lose some funds but 1998 supplemental became part of the base funding. Michael Bogan noted that he liked the proposal.

Janetta recently did a focus group which alerted her to the increasing need for programs that specifically address the transgender population. Carla questioned whether the CDC counts transgender populations as MSM, which may not really be accurate, but if so, then transgender should get funds from the MSM allocations. Most questions and concerns centered around which BRP's would receive the funds.

Sister stated that he is not willing to pass the proposal as worded. He wants it to be clear that the funds will be shared among various BRP's other than just MSM's. Michael D. noted that he needs to have more delineation between the issue of what BRP's should be addressed. Maria said that the review panel should be trained so they will be clear on how to score each proposal according to the HPPC Guidelines. Steven agreed that training is important since scoring of the BRP's should be based on the science of the epidemic, and not on other subjective factors of the review panel. But he said that the time is short to get the paperwork in, by the end of May. So he asked that the Council approve the proposal in principle then form a workgroup to work on scoring and prioritizing each section. The workgroup will report back to the Council. This was added as an amendment to the motion.

After a period of explanations, clarifications, questions and answers, the motion to use the Supplemental Funds Disbursement of Fiscal Year 2000 for a Fund for Innovation was called and seconded. By unanimous vote the motion, with amendments, was carried.

In favor:	15
Opposed:	0
Abstain:	0
Absent:	4
Not Present:	1
Not Polled*	2
Total:	22

*Steven Tierney; Nancy Pollard

Member	In Favor	Opposed	Abstain	Absent	Not Present
Marcos BAZales	X				
Bill Barnes	X				
Michael Bogan	X				
Carla Clynes	X				
Al Cunningham	X				
Michael Discepola	X				
Lyn Fischer-Ponce					X
Kimberley Gallant	X				
Sister MaryMae Himm	X				
Nancy Pollard					
Janetta Johnson	X				
Melinda Martin				X	
Mazdak Mazarei				X	
Willi McFarland				X	
Steven Tierney					
John Newmeyer	X				
Jorge Ortiz	X				
J. Colin Partridge	X				
Maria Rinaldi	X				
Father River Simms				X	

Martha Ugarte-Ortiz	X				
John Blake West	X				

8. REPORT FROM THE MEMBERSHIP COMMITTEE

Al Cunningham The committee has worked very hard on recruitment. They had a large number of excellent responses to their outreach efforts, approximately 40 applicants. Of those they chose 22 people to be interviewed. He feels the exercise was a good example of the Council's abilities. He thanked Gigi for her assistance in getting the applications out. They are sending the names of 16 people to Dr. Katz at DPH for selection. After that letters will go out to all applicants. He passed around a handout listing the new member orientations that are scheduled and urged members to attend to lend their input and support.

Al's next report had to do with members disclosing what community they represent on the Council. He asked to go around the room and, without making declarations of any personal information or information that might make them feel uncomfortable, for each person to express what community they feel they represent when they express their opinions as Council members. One determination has to do with the categorization as stated in the HPPC By-laws. Other factors that members should take into consideration are demographics, expertise and experience. Al feels that this exercise will help Membership determine where there may be gaps in representation on the Council, so they can focus on choosing new members who can fill those gaps. In this way the entire BRP can be represented.

Several people objected to the exercise. Maria felt that who each member represents may be different from who they are personally, and that representations will cross, i.e. she is Latina, she represents an agency, she is female, etc. She suggests that we do this declaration privately, and not publicly. Sister also has a problem with it. He stated that this brings to light the fact that many people are on the Council as representatives of one or another organization, rather than as members of a specific community. This is a problem that has never been dealt with. The Council is either going to have to acknowledge that it is an affiliated group and stop considering itself as a community group, or deal with this issue of affiliation. Bill also objected, agreeing with Sister.

Al stated that this discussion shows that there is a problem with not knowing what communities are represented on the Council, and that everybody is beholden to something, and this allegiance affects how they vote on funding decisions. He said that Sister may consider himself unaffiliated, but in actuality he is affiliated with the Sisters of Perpetual Indulgence, which comes under the umbrella of an organization. He said that this is an important issue and people seem to want to duck it. He said maybe people would at least be willing to disclose whether or not they are willing to publicly disclose their BRP representation group.

The issue of whether or not this kind of action is within the By-laws of the HPPC came up. After much discussion and cross-discussion, Steven said it seems to him like people really don't want to participate in this exercise. He also said that the HPPC By-laws specifically dictate that the HPPC set up an outside Membership Selection Committee to deal with member selection. It cannot select its own membership as a protective measure against the Council re-appointing itself. He exercised his power as chairperson to table the discussion until the next meeting, after

the legality issues can be explored. Then a vote can be taken to determine whether people actually want to do this exercise or not. People should think about it.

At the same time the issue was brought up that too many new members are being added to the Council. By the time they all come up to speed to where the current members are with respect to knowledge and understanding of the issues, the fiscal year will be over. Several members agreed with this opinion. The motion was therefore tabled until next meeting.

BREAK

5. **9. REPORT FROM THE EPIDEMIOLOGY WORK GROUP**

Overheads were shown basically showing the recommendations for the layout of a new Epi chapter. Beginning on May 31, the Work Group will begin to look at new data. Up until now all of its work has been done in revising the existing Epi Chapter. There was a call for questions, but there were none. Anyone with comments should contact Michael DeMayo. The report concluded in under the two minutes they had been allotted and the Chairman thanked them.

10. REPORT FROM TREATMENT ON DEMAND/HEROIN SUBCOMMITTEE

The report was given by Rachel Maclean and Jennifer _?_ on heroin overdose awareness. With much regret, Rachel announced the recent deaths of several people from overdose. The report focused on overdose prevention, alternative treatments for addition, soft tissue infections, and Hepatitis C. The committee urged more attention to these issues.

They reported that in Europe there has been a lot of success in bringing down infection rates by using safe houses for shooting up. Treatment programs should be holistic and focus on prevention and lowering recidivism, as well as treatment. $50 million per year is spent in S.F. General Hospital on heroin overdose patients, so that is a lot of money. There is a high rate of IDU's that have HIV/AIDS, as would be expected. The 911 protocol was reported to be underused by overdosers because of fear of prosecution. Some municipalities have passed new regulations that 911 users will not be prosecuted to encourage people to call for help if someone they're using with calls 911. Some have instituted special sensitivity training for 911 dispatchers, police and hospital staff to treat users with more dignity using a standard of care model. Often they are not given adequate care, including not being given any pain medication during procedures. Needle replacement programs are inadequate. One-for-one needle exchanges should be replaced with more generous sterile needle distribution, including replacement for needles confiscated by the police. They want better antibiotic use in treating infections. They want longer in-patient treatment programs because the shorter ones don't work.

In addition, Hep C is a growing epidemic. There is no vaccination for it. There are vaccinations for Hep A and B, but they are underutilized. About half of the patients seen for IDU now have Hep. C. Hep C now has a 4 times higher incidence than AIDS in SF. There needs to be better education and dialog on Hep C. Since there were a lot of questions about and interest in Hep C, but time was running short, Steven asked that the presenters stay around after the close of the meeting to answer more concerns. Maria also suggested that they come another time to give an extended report. They agreed to do that. Questions were therefore tabled so that the meeting could move on. Steven thanked the presenters for a very informative report.

10. 11. STRATEGIC PLANNING FOR THE DEPARTMENT OF PUBLIC HEALTH

Tangerine is the Director of Strategic Planning for the DPH. She was engaged at the urging of the DPH to address concerns regarding population, range of services, funding bases, services for children, etc. She handed out a folder of information titled "Town Hall Meeting." She found that the services mandated by the CDC HIV/AIDS initiative are too narrow, and that the community's needs often fall outside of these mandated areas. Council members are invited to visit the DPH website under strategic planning to see minutes of all of the committees that participate in DPH planning functions. Town Halls are now being held in all San Francisco supervisoral communities. A Spanish translation of Town Hall meetings is available. Look at the questions on page 17 of the handout. She is asking for community advisory boards to give their input, which will then be reviewed. The next series will be held in June with the locations and dates to be announced. The chairman thanked Tangerine for her brief yet concise report, and her patience with the long meeting.

11. 12. CLOSURE AND EVALUATION

The chairman asked that everyone should be sure to fill out the evaluation form. Also to please be on time for the next meeting because there are a number of agenda items to be covered. The location of the next meeting will be announced. After thanking everyone for their attendance and participation, the meeting was duly adjourned at 6:01 p.m.

Notes:

These minutes were prepared by Amani Flood of Polaris Research and Development, who will be taking Cicely's place as recording secretary. Amani asks for your patience and assistance while she gets to know each of you. Please carefully review these minutes and submit your additions and editions, particularly where there are question marks. Thank you. You can e-mail Amani at HPPC@polarisinc.com.

Minutes reviewed by Michael Discepola, co-chair and Tracey Packer, DPH/HPS.

Attachments:

Steering Parking Lot
HIV Prevention Planning Council May 11, 2000 Co-Chairs/Director's Report
Do Something for your Community – Be On TV
Sister MaryMae Hinn's Motion for a Public Letter
HIV Prevention Section HIV Prevention Planning Council Proposal for the Disbursement of FY 2000 Supplemental Funds The Fund For Innovation
Funding Streams from CDC to the San Francisco DPH
Current HPPC Members Urged to Attend Upcoming New Member Orientation Sessions!
Whom Do I Publicly Represent?
OUTBREAK – Experts fear a new rash of syphilis cases...
A Report from The Heroin Committee To The Treatment on Demand Planning Council – Recommendations to Address The Heroin Epidemic
Town Hall Meeting – San Francisco DPH Strategic Planning Initiative

HIV Prevention Planning Council Meeting
Thursday, June 8, 2000
Mayor's Conference Room (201) at City Hall
Van Ness at Grove, San Francisco

DOCUMENTS DEPT.

MAY 31 2000

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Agenda

Meeting called by Co-Chairs: Michael Discepola, Maria Rinaldi, and Steven Tierney

3:00 pm	Food, Welcome, Extended Introductions, Announcements *During this agenda item, new members will be welcomed and introduce themselves. Council members will introduce themselves to new members. New members will be urged to write down questions and advised where they will get assistance.*	Maria Rinaldi/ All Members
3:30 pm	Review and Approval of Minutes of May 11, 2000	Maria Rinaldi
3:40 pm	General Public Comment	Maria Rinaldi
3:50 pm	Member Response to Public Comment (as necessary)	All Members
3:55 pm	New Business/Council Member Agenda Input to the Parking Lot *During this agenda item, HPPC members can suggest topics for the HPPC to discuss on future agendas. Members vote to add items to the Parking Lot. The group will also discuss the letter regarding the HPPC's policy on HIV.* ***POSSIBLE VOTE*** *Note: This agenda item relates to role #6 of community planning groups in the CDC Guidance: Identify the technical assistance needs of the community planning group and community-based providers in the areas of planning, implementation, and evaluating prevention interventions.*	Maria Rinaldi
4:05 pm	HPPC Co-Chairs Report *The Community Co-Chairs and the HIV Prevention Director will provide written reports of their activities, those of the Steering Committee, and those of the HIV Prevention Section.*	Maria Rinaldi
4:15 pm	New Member Orientation *The HPPC will see a CDC video on community planning, hear a brief presentation about local community planning issues, hear about expectations for members, and receive the Orientation Schedule.* *This agenda item relates to role #2 in the CDC Guidance: Determine the technical assistance needs of the community planning group to enable it to execute an effective community planning process, and to role #6 above.*	Al Cunningham, Lyn Fischer-Ponce, M. Discepola, M. Rinaldi, S. Tierney
4:55 pm	BREAK	
5:10 pm	Priority-Setting Committee Presentation *The Priority-Setting Committee will present a brief overview of the priority setting model, followed by a presentation of the first draft of sub-populations generated by the model.* ***POSSIBLE VOTE*** *This agenda item relates to role #5 in the CDC Guidance: Prioritize HIV prevention needs by target populations and by strategies and interventions.*	Mazdak Mazarei and Marcos Banales
5:55 pm	Closure and Evaluation	

Note: All meetings are open to the public and are held in handicapped accessible facilities. Allotted time periods for agenda items are approximate and may require adjustments.

UPCOMING MEETINGS: HPPC Meeting: Thursday, **July 13th**, 3pm-6pm, Location TBA

Know your rights under the Sunshine Ordinance: Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the city and county exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

HIV PREVENTION PLANNINC COUNCIL
Minutes of Meeting
June 8, 2000

Summary of Minutes

Review and Approval of Minutes of May 11, 2000
Maria motioned that the approval of the minutes of the last meeting be delayed because they were not available until today. The motion passed by consensus.

General Public Comment
Hank Wilson announced the upcoming International Conference on AIDS to take place in Durban, South Africa.

Member Comment on Public Comment.
Sister asked if the Council can ask the DPH to bring back all of the information presented in Durban.

New Business - Parking Lot
Al said the Parking Lot issues are posted on the walls. At any time during the meeting today all attendees should vote for five items to prioritize the Parking Lot.

At the last meeting Sister asked that the Council address his concerns about the issue of HIV being the cause of AIDS and make a public statement. A draft of the letter was handed out to each member. The motion to accept it was passed with 11 in favor and 2 opposed. Maria advised everyone that new members will be allowed to vote in August.

HPPC Co-Chairs Report
The Request for Proposals for Supplemental Funds is in the initial draft stage. It should be out by the end of the month. The Bylaws document is in the hands of the City Attorney to clarify the issue of representation as it applies to new membership. Also before the City Attorney is whether or not the Council members are public officials.

The meeting attendance policy needs clarification. Members should view inclusion on the Council as a commitment. When the policy is clarified, it will be reported.

Priority Setting Committee Presentation
The priority setting model was presented for the Council's approval. A motion to adopt the Priority Setting Model to increase the inclusion in the risk sub-population model to 8% prevalence passed by a majority of 11-2.

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JUL 10 2000

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HIV PREVENTION PLANNINC COUNCIL
Minutes of Meeting
June 8, 2000

Next HIV Planning Council Meeting, Thursday, July 13, 2000, 3:00 - 6:00 P.M.
Location To Be Determined & Announced

Members Present:	**Members Present:**	**Members Absent:**	**Polaris Research and Develop.:**
Marcos Banales	Deborah Oliver-Wilson	Theresa Betancourt	Amani Flood
Bill Barnes	J. Colin Partridge	Erick Brown	Shybria Lewis
Michael Bogan	Maria Rinaldi	Kimberly Gallant	
Carla Clynes	Father River Sims	Janetta Johnson	**Process Evaluation:**
Al Cunningham	Gwendolyn Smith	Melinda Martin	Kevin Roe
Michael Discepola	Tae-Wol Stanley	Michael Meehan	
Lyn Fischer-Ponce	Steven Tierney	John Newmeyer	
Jo Ellen Fisher	Martha Ugarte-Ortiz	Jorge Ortiz	**Harder & Company:**
Rev. Yvette Flunder	John Blake West	Nancy Pollard	Michael DeMayo
Ed Gallagher	Rheena Yangson	Lydia Sigo	Dara Coan
Steve Gibson			
Robert Gomez	**Parliamentarian:**	**DPH/HIV Prevention Section:**	**Guests:**
Sister Mary Mae Himm	Evelyn Wilson	Tracey Packer	Adam Brown, *Neighborhood Parks Council*
Jason Robert Kitching		Elizabeth Davis	
Edward Sung Lee	**MGT Group:**	Lisa Reyes	Richard Jenkins, *CDC Atlanta*
Mazdak Mazarei	Monika Hudson (facilitator)	Gigi Gregory	Hank Wilson
Willi McFarland		Betty Chan Lew	*Survive AIDS*
		Lynn Selby	

The meeting convened at 3:05 p.m.

1. Introductions
Everyone introduced themselves and new members were welcomed.

Sister announced he has to leave early for health reasons. Also, the Sisters of Perpetual Indulgence are holding a social for HIV positive men. It will take place at 155 Eureka Street, in San Francisco on June 16th in conjunction with MCC. Please share this information with the community.

Lyn asked the Membership Committee members to please get together after this meeting to set up the planning meeting for the new member orientation sessions.

Al announced that his organization, Yours In The Struggle's production entitled "Don't Go There" will be held tomorrow at the Bay View Opera House from 2:00 - 4:00 P.M.

Amani asked everyone to please speak slowly and clearly so she can take accurate minutes and so the audio tape will pick up all voices.

Maria announced that Instituto Familiar de la Raza will hold Mr./Ms. Gay Safe Latino at the Mission Cultural Center tomorrow at 7:00 P.M. She asked everyone to please come

and enjoy it. She said thanks to the Membership Committee, who had a large, successful task recruiting and selecting new members. The new members are almost as many as the old members so she hopes we can form a cohesive group. She also announced that Jorge had called to say that he cannot come today.

Erick Brown and Teresa are in Atlanta attending meetings at USC and will not be in attendance today.

Kevin Roe said the evaluation forms are different colors but have the same content. The new members received green pages, and the old members received pink. If anyone has anything to say to anyone listed in the boxes, please keep it to constructive comments, no personal attacks. His team will compile the results and mail them out to members within a week.

He asked that everyone complete the Membership Participant Profile. Mail, fax or e-mail it back to him, or hand it in at any of the orientation sessions.

Michael Discepola asked that all those who are not on call, to please put their cell phones and pagers on vibrate. He also asked everyone to please project their voices so everyone in the large room can hear you speaking.

2. Review and Approval of Minutes of May 11, 2000

Maria motioned that the approval of the minutes of the last meeting be delayed because they were not available until today. The motion passed by consensus. She then announced that members of the public wishing to make a comment should please fill out the blue form.

3. General Public Comment

Hank Wilson announced the upcoming International Conference on AIDS to take place in Durban, South Africa. He said he wants to know as a San Franciscan, what attendance by San Francisco researchers does for the community. We are not in Durban and only one or two San Francisco studies make the headline news. We need to know about other studies being conducted in our community. If people in the Department of Public Health (DPH) can go to South Africa, they can come to us here in San Francisco. AIDS prevention is a challenge we have not yet solved in this community. He wants to see monthly reports of researchers in this city, even a paragraph, on what they found and what they did. People in the community don't have access to the esoteric research journals, but the information is very important to the community, both as service providers and as community members. To the new members, he said to ask questions! Repeat testers is an issue, for example, as are risk factors for people who sero-convert. If poppers was an independent risk factor in 1987 and the same people are sero-converting, this is something we can use to educate the community on the issue. The community needs this information in order to self correct. If each new committee

member will pick one topic and make it a personal goal, as he has chosen popper education as his personal quest, you can make changes in the community.

4. Member Comment on Public Comment.

Sister asked if the Council can ask the DPH to bring back all of the information presented in Durban.

Willi said most of the abstracts for Durban from DPH are being produced from his unit. He will e-mail the list. To Hank he said, poppers have emerged as a risk factor this year.

Colin said he appreciates the need to get information back, but urges members to take it in the right context - it is new information and still being peer-reviewed.

Al agrees with Hank that new members can and should become specialists in an area of AIDS prevention. That idea has been discussed among the Membership Committee.

Lynn suggested that since we have already introduced ourselves, but the co-chairs forgot to include the special introduction, we can do that exercise at the next Council meeting. She requested that if new members have any questions, to please write them down. Maria apologized for skipping the introduction exercise. She asked if it could be done now? Al said no, time is limited and the agenda is full. He feels we can use the extra time for something else.

Lyn told the new members that if they cannot attend an orientation session, they should please call Gigi at 554-9551. Gigi said new members should also let her know of any questions they have about this meeting. Lynn said seasoned members have been seated next to new members to help them. They should feel free to ask their neighbor for help.

5. New Business - Parking Lot

Al said the Parking Lot issues are posted on the walls. At any time during the meeting today all attendees should vote for five items to prioritize the Parking Lot.

Bill Barnes said there are agenda problems. It has been agreed that the more important items, those related to committee work, such as the Priority Setting Committee report, should be put higher on the agenda. Attendees may have to leave early and people often do leave after the break. He requested agenda changes.

Michael Discepola said that the Steering Committee decided to do the new member orientation first. The agenda was intentionally set the way it is. Everyone is responsible to stay for the entire meeting unless there is some pressing reason to leave, so everyone should please stay. Also, Technical Assistance consultants are coming specifically to help out with the issues being discussed at the end of the agenda.

Sister said the agenda has been noticed, so under Proposition G, it can't be changed unless there is a finding of an emergency situation. The agenda item times have been noticed. He asked Evelyn if she can clarify this position. Evelyn said she cannot because she doesn't have a copy of Prop. G with her to refer to. [Note: under Proposition G, agenda items can be moved around on the agenda. No new items can be added.]

Bill withdraws his request to change today's agenda, but he asks that his concerns be addressed in future agenda planning. Committee reports are important items and should be given priority.

Carla announced that she has to leave 15 minutes early today.

Steven said that at the last meeting Sister asked that the Council address his concerns about the issue of HIV being the cause of AIDS and make a public statement. Toward that end, draft language for a letter in this regard is being handed out to each member. It is suggested that the Council vote on its content. If anyone has grammatical changes, they should see him after the meeting. But if anyone disagrees with the letter's content, this is time to discuss it.

Discussion ensued about the letter. The letter was read into the record. *(It is attached hereto.)*

John West applauds the concept of the letter. He would add language to the last paragraph to read "protect yourself and others," instead of just "protect yourself." Sister accepted that amendment.

Al requested a point of clarification, asking if we are talking about the City and County of San Francisco in the legal sense. If so, he stated that we need to capitalize the words "city" and "county."

Steven reminded the Council that we are discussing substantive changes. The grammatical changes can be discussed outside this meeting for time consideration.

Rev. Flunder asked how the letter will be disseminated. Sister answered that it will be displayed through paid ads in newspapers and magazines, published in print and distributed, and submitted for "letters to the editor" columns.

Maria stated that although she is not voting, her personal position on the letter is that while she absolutely believes that HIV causes AIDS, she has the dissenters' rights in mind, and she believes that they have the right to their opinion.

River agrees totally with the letter, but raises the question that the dissenters have asked the Council to present their side in the public forum, and the Council has not done so. Maybe the Council should invite them to make a presentation before voting.

Michael Discepola said that such an item is currently in the Parking Lot. He believes that the other side has had equal opportunity to state their case as part of public comment agenda item allotment.

Edward Lee asked about the motivation behind the letter. He wondered if it is because of the actions of ACT UP San Francisco. His agency is trying to get an injunction in place against them and he has personally secured a 100 -foot restraining order against them. He doesn't want to quench the opposition and their right to free speech, however, the possible ramifications of the restraining order causes him concern with respect to inviting ACT UP to speak at a Council meeting where he would be in attendance.

Michael Bogan said that people do have the right to their opinions, but as the HIV Prevention Council, this body has to send a clear message to the public. This is not to squelch anyone's opinion.

Bill said he has concerns about this letter not being on the agenda. He asked Evelyn if it is appropriate to vote on it at this time. Evelyn said yes, if it was pre-noticed it is appropriate to vote on it. Bill said he will vote against it because he doesn't believe the vote was correctly noticed.

Sister said that part of the Council's purview is to do what it can to prevent the spread of AIDS. The opposition's information is not based on science and it is inaccurate. The foundation of all that we do revolves around the science which has been collected on HIV and AIDS.

Steven said he supports the letter, and he believes it was appropriately noticed as an agenda item. He asks that members vote fairly on the issue. The Council is not judging anyone in sending this letter, but is merely taking a stand based on its purview.

Rev Flunder stated that she agrees with the letter and suggests that the letter point the reader in the direction of more accurate information which supports the belief that HIV causes AIDS.

Steven announced that time has run for this discussion. Sister moved to vote on the letter, which was seconded. He then clarified the motion. The motion is to adopt the language of the proposed letter to be published in local media stating that the HPPC supports the scientific finding that HIV is the cause of AIDS. Members of the Council and others are free to sign the letter or not sign it, however it will be published on HPPC letterhead and submitted as its official position.

Steven said that the Co-Chairs have decided to read the role call themselves from now on, rather than having technical support read it. Steven then read the roll call for the vote.

The motion passed with 11 in favor and 2 opposed, as follows:

In favor:	11
Opposed:	2
Abstain:	1
Absent:	5
Not present:	0
Total:	19

Member	In Favor	Opposed	Abstain	Absent	Not Present
Marcos Banales			X		
Bill Barnes		X			
Michael Bogan	X				
Carla Clynes	X				
Al Cunningham	X				
Michael Discepola					
Lyn Fischer-Ponce	X				
Kimberly Gallant				X	
Sister Mary Mae Himm	X				
Janetta Johnson				X	
Melinda Martin				X	
Mazdak Mazarei	X				
Willi McFarland	X				
John Newmeyer				X	
Jorge Ortiz				X	
J. Colin Partridge	X				
Maria Rinaldi - *Presiding*					
Father River Sims		X			
Steven Tierney	X				
Martha Ugarte-Ortiz	X				
John Blake West	X				

Sister said anyone wishing to sign the letter should see Steven during the break. We will figure how to get each signature on the actual document later.

Maria noted that the new members will be allowed to vote in August. She explained the new procedure for bringing issues to the Council which is that during New Business, members can suggest items and the entire body votes whether they should be included in the Parking Lot or not. She explained that the Parking Lot survey today is not a formal vote, but a way to get members' priorities.

Rev. Flunder said she is concerned about the Parking Lot vote because some issues in the Parking Lot may be valid but they represent the minority opinion. Michael B. said that after this vote, any issues not making the cut will be dropped. Colin said maybe the Council can include the dropped/minority items procedurally during the year. Michael Discepola said that is a good suggestion. That can be considered. Rev. Flunder said she is still concerned about the dropped issues and the minority opinion. Michael B said he agrees with her that there is a problem here, but explained that issues can be brought to the committee and explained how. *[Note: please see the explanation in the preceding paragraph.]*

6. HPPC Co-Chairs Report

Steven said the Request for Proposals for Supplemental Funds is in the initial draft stage. It should be out by the end of the month. The turnaround time will be one month. He gave an explanation of the supplemental funds available for Fiscal Year 2000 and the proposed fund for innovation. (See previous minutes for an explanation.)

Steven reported that the Bylaws document is in the hands of the City Attorney to clarify the issue of representation as it applies to new membership. Michael Discepola said another issue before city attorneys is whether or not the Council members are public officials. He will report back to the Council as soon as he get more information.

Maria told members that she is leaving tonight for Chicago to attend the UCHAPS meeting. She explained that UCHAPS is the made up of six cities that receive direct funding for HIV/AIDS prevention from the CDC. She will report back when she returns.

She then said the meeting attendance policy needs clarification. Whatever the policy is, we must enforce it. Members should view inclusion on the Council as a commitment. When the attendance policy is clarified, it will be included in the Co-Chairs report.

Lyn announced the dates of the upcoming new member orientation sessions to the attention of the new members. Gigi said the lavender colored sheet shows the correct information on orientation times and dates. The letter members received may have been different.

Steven introduced the orientation video. He thanked to everyone for participating in the selection process. Forty people applied for seats on the Council. Many people said inspirational things during interviews. There were discussions on whether 15-16 new members was too many. The new members need parity so they can participate fully and use the information learned. They must make sure the agenda is set so as to represent them and whatever community they represent. Our work is not over until there are no new cases of HIV in the city.

The Council watched an orientation video.

Steven said the community planning process is about providing an opportunity for community voices to be heard. Within the context of these meetings, a lot of acronyms are used. If necessary, new members should stop the meeting to ask questions about the language. Parity means that everyone has to understand what is being said. The CDC gives the DPH about $10 million to be used based upon the prevention needs that are identified. Which services are delivered and how they are measured depends upon the findings of this Council. Part of the process involves Council members getting out into their communities and reporting back what is going on. The other part is for the employees of the DPH to perform their professional roles. We are here to save lives. Estimates indicate that new HIV infections have decreased to 500 per year, but this is still too many.

Michael Discepola said the San Francisco epidemic differs from the epidemic nationally. The Council's work is to address the local epidemic. One expectation of new members is that they attend all Council meetings and committee meetings. When members miss meetings, they miss the important information being disseminated. He read out the dates of upcoming meetings. If new members want to be assigned to a specific committee they should let the Co-Chairs know and they will try to accommodate the request.

Maria said that members have to attend the Council meeting and the meeting of their committee.

8. Break

9. Priority Setting Committee Presentation

Using overhead projections, Mazdak explained the priority setting model. He told the Council that Step 1 is to rank behavior risk populations (BRPs) by incidence, or the rate of new infections within a population. *(Overheads are attached for absent members.)* (Bill Barnes explained that one easy way to understand incidence is this: Incidence is calculated by taking the total number of people who don't have HIV and dividing it into the number of people in the group who contract HIV within a particular time period.) Step 2 is to identify sub-populations using sero-prevalence. Today the committee is presenting the model for identifying sub-populations and asking for the Council's approval.

The next step is to determine a model that will identify populations that do not yet have a high sero-prevalence, but exhibit behaviors or other factors that put them at high risk for contracting HIV.

Al asked if incidence is an estimate. Mazdak said that it is. It's the best educated guess based on lots of research. Since there are not enough HIV prevention dollars to go around, the populations most at risk should be receiving most of the prevention funding.

Maria told the new members that the target population context was dropped by San Francisco in favor of the behavior model; so BRPs were developed and they are used to identify priorities. She explained that the Council originally approved a model that identified any population contracting HIV/AIDS at more than 2 times the rate of the total population would be guaranteed funding (4% prevalence). The Committee is not suggesting that the criteria be 8% prevalence for a sub-population to be identified.

Bill said it looks like not all communities having an 8% prevalence are being guaranteed funding under the Committee's proposal.

Rev Flunder cited a new study in which they found that people with HIV who live in communities having access to new treatments are less likely to transmit HIV, and that needs to be looked at. She requested that we get the Eric Goursby studies.

Mazdak said the Committee took into account several things when judging which studies to use: how were the participants selected, sample size and when the study was done.

A handout titled "Priority Setting Model with Sub Populations" was distributed. These sub-populations were identified as needing to be targeted. In this handout populations that the Committee is concerned about but don't have sero-prevalence of 8% had been removed. These will be considered for emerging populations.

Lyn asked for clarification on the category titled MSM/F. She wonders about the gathering techniques and how people were identified as belonging to this group.

John said there seems to be a failure to include MSMs over 40 years of age. He realizes that not a lot of data may exist on this group, but he understands that older men are sero converting at higher rates than younger men. He asked the Committee if this was addressed in the studies.

Marcos stated that MSMs over 40 are included in the sub-populations, but are not stated specifically. The Committee identified MSMs of all race/ethnicities and ages as sub-populations.

At this point Monika notified the Council that time was running our for this discussion and the matter of the vote had not been clarified.

Maria suggested that we take the vote now and make comments afterwards.

Mazdak said that the Priority Setting Committee is asking the Council to approve the sub populations in front of everyone now (*as being guaranteed to receive HIV prevention funding?)*.

Maria said other sub-populations may be added later but right now we are only talking about these groups. Bill clarified that later in the conversation we can talk about emerging populations but right now we are discussing only the ones on this particular list.

Lyn asked for clarification on BRP #5. She wondered which studies were looked at for FSM/FSM/F. Tracey answered that several studies were reviewed, none demonstrated a sero-prevalence above 8%.

Willi suggested that the Committee look into the sero-prevalence of African American homeless women.

Steven clarified that while its appropriate to ask questions and get clarification, the role of the Council now is to either accept the proposal, reject the proposal, or send the Committee back for more clarification, not to re-do the Committee's work.

Rev. Flunder had questions on defining youth who are homeless, and asked what defines youth in this context. Someone responded that youth is defined as up to age 24. Someone asked if the sub-populations were ranked. The Committee replied that they were not.

Maria suggested that the thing we should be voting on today is the percentage for sero-prevalence criteria. She called the question. John seconded the motion to call the vote.

Maria's motion is to raise the criteria on the Priority Setting Model to include any BRP sub-population where the prevalence is 8% or above. The last model was 4%. The motion was seconded.

Bill said he is against the motion . He feels it is irresponsible to make a resource allocation decision without seeing all the sub-populations in front of him.

Lyn opposes it because she feels it is different from what the Committee came before the Council to present.

Ed Lee furiously opposed it because he doesn't understand it.

Michael Bogan called the question once again.

Steven re-stated the motion to adopt the Priority Setting Model to increase the inclusion in the risk sub-population model to 8% prevalence.

There was a question of why Maria voted and Evelyn (Parliamentarian) clarified that Maria was eligible to vote.

The vote was taken and the motion passed by a majority of 11-2.

HIV PREVENTION PLANNINC COUNCIL
Minutes of Meeting
June 8, 2000

In favor:	11
Opposed:	2
Abstain:	0
Absent:	5
Not present:	2
Total:	20

Member	In Favor	Opposed	Abstain	Absent	Not Present
Marcos Banales	X				
Bill Barnes		X			
Michael Bogan	X				
Carla Clynes					X
Al Cunningham		X			
Michael Discepola	X				
Lyn Fischer-Ponce	X				
Kimberly Gallant				X	
Sister Mary Mae Himm					X
Janetta Johnson				X	
Melinda Martin				X	
Mazdak Mazarei	X				
Willi McFarland	X				
John Newmeyer				X	
Jorge Ortiz				X	
J. Colin Partridge	X				
Maria Rinaldi (Chair)	X				
Father River Sims					X
Steven Tierney	X				
Martha Ugarte-Ortiz	X				
John Blake West	X				

Al was upset because he never got recognized to speak. He asked if the vote could be called even though opinions remained unspoken. Evelyn clarified that a motion on the floor preempts all other discussions and general questions. At first there was no motion on the floor. In order to get something on the floor the motion took precedence.

Bill said he still has question about the list of resources used to identify BRPs.

Maria adjourned the meeting at 6:10 p.m., stating that there will be additional meetings where priority setting will be discussed.

HIV PREVENTION PLANNINC COUNCIL
Minutes of Meeting
June 8, 2000

Minutes prepared by Amani Flood, Polaris Research and Development.
Minutes reviewed by Tracey Packer and Steven Tierney.

Attachments:

PLUS Seminar flyer
HPPC Council and Committees Meeting Calendar
AIDS Monthly Surveillance Summary
Priority-Setting Model with Sub-populations
Information About Year 2000 HIV Prevention Planning Council Committees
Upcoming Member Orientation Sessions
HIV Prevention Planning Council Co-Chairs'/Director's Report June 8, 2000
San Francisco HIV Prevention Planning Council (Draft) June 8, 2000
Free and Confidential Mobile Health Screening Services flyer

Note: Change in Location!

HIV Prevention Planning Council Meeting (HPPC)
Thursday, July 13, 2000
3:00 PM to 6:00 PM

Location: First Unitarian Church
1187 Franklin Street (@ Geary)
San Francisco

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Agenda

Meeting called by Co-Chairs: Michael Discepola, Maria Rinaldi, and Steven Tierney

3:00 pm	**Food, Welcome, Extended Introductions, Announcements** During this agenda item, members will introduce themselves and each other.	**Steven Tierney/ All Members**
3:30 pm	**Review and Approval of Minutes of May 11, 2000 and June 8, 2000** ***VOTE***	**Steven Tierney**
3:40 pm	**General Public Comment**	**Steven Tierney**
3:50 pm	**Member Response to Public Comment (as necessary)**	**All Members**
3:55 pm	**New Business/Parking Lot Survey Results/Member Input to the Parking Lot** The results of the Parking Lot survey will be presented. In addition, HPPC members can suggest topics for the HPPC to discuss on future agendas. Members vote to add items to the Parking Lot. ***POSSIBLE VOTE*** *Note: This agenda item relates to role #6 of community planning groups in the CDC Guidance, "Identify the technical assistance needs of the community planning group and community-based providers in the areas of planning, implementation, and evaluating prevention interventions."*	**Steven Tierney**
4:05 pm	**HPPC Co-Chairs/Steering Committee Report** The Community Co-Chairs and the HIV Prevention Director will provide written reports of their activities, those of the Steering Committee, and those of the HIV Prevention Section. The Co-Chairs will discuss some of the results of the preliminary consensus meeting held by CAPS. ***POSSIBLE VOTE***	**Steven Tierney**
4:15 pm	**Epi Working Group Update (20 minutes)** The Epi Working Group will give an update on their progress updating the Epi Profile Chapter of the HIV Prevention Plan. *Note: This agenda item relates to CDC role #3, "Carefully review available epidemiologic, evaluation, behavioral and social science, cost and cost-effectiveness, needs assessment, and resource inventory data and other information required to identify and prioritize HIV prevention needs."*	

Note: Change in Location!

4:35 pm **Committee Updates from the Strategic Evaluation & Membership Committees**
Note: This agenda item relates to CDC role #11, "Attend to the HPPC process and business issues necessary to ensure an efficient and effective Council."

4:40 pm **Report on the Urban Coalition for HIV/AIDS Prevention Services (UCHAPS)**
Maria Rinaldi will give an overview on the purpose and activities of UCHAPS. She will ask the HPPC to support Michael Discepola as San Francisco's representative to the UCHAPS Steering Committee. ***VOTE***

Note: This agenda item relates to CDC role #8, "Focus primarily on the tasks of planning," and #10, "Attend to the HPPC process and business issues necessary to ensure an efficient and effective Council."

4:55 pm **BREAK**

5:15 pm **Update on the HIV Prevention for Positives Project** **Charles Klein**
Charles Klein from HPS, Keith Folger from Positive Force, and Les Pappas from Better World Advertising will provide the Council with an update on the project.

This agenda item relates to CDC role #3 (above) and #4, "Identify unmet HIV prevention needs within defined populations."

5:35 pm **Process Evaluation Report** **Community Health Studies Group**
Kathleen and Kevin Roe will present an update on recent activities, results of the Background Experiences Survey, progress on the CPG Survey, and the final 1999-2000 Report.

This agenda item relates to CDC role #2, "Determine the technical assistance needs of the community planning group to enable it to execute an effective community planning process.

5:55 pm **Closure and Evaluation**

6:00 pm **Drawing for Special Gifts from A. Toni Young, for Continuing ("Seasoned") Members**

Note: All meetings are open to the public and are held in handicapped accessible facilities. Allotted time periods for agenda items are approximate and may require adjustments.

UPCOMING MEETINGS: HPPC Meeting - Thursday, **August 10**, 3pm-6pm, Location TBA

Know your rights under the Sunshine Ordinance: Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the city and county exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

HIV PREVENTION PLANNING COUNCIL
Minutes of Meeting
July 13, 2000

Members Present:
Bill Barnes
Michael Bogan
Carla Clynes
Al Cunningham
Lyn Fischer-Ponce
Sister MaryMae Himm
Nancy Pollard
John Newmeyer
J. Colin Partridge
Maria Rinaldi
John Blake West
Steven Tierney
Martha Ugarte-Ortiz
Teresa Betancourt
Erick Brown
JoEllen Fisher
Rev. Yvette Flunder
Ed Gallagher
Steve Gibson
Robert Gomez
Edward Sung Lee
Dr. Michael Meehan
Deborah Oliver-Wilson
Lydia Sigo
Gwendolyn Smith
Toho Soma
Tae-Wol Stanley

Members Absent:
Mazdak Mazarei
Willi McFarland
Father River Simms
Marcos Banales
Michael Discepola
Kimberley Gallant
Janetta Johnson
Jason Robert Kitching
Melinda Martin
Rheena Yangson

MGT Group:
Monika Hudson (facilitator)

DPH/HIV Prevention Section
Gigi Gregory
Betty Chan Lew
Lisa Reyes
Tracey Packer

Parliamentarian:
Evelyn Wilson

Guests:
Michael Petrelis
Tate Swindell
Hank Wilson
David Pasquarelli
Todd Swindell

Harder + Co.:
Dara Coan
Michael DeMayo

Process Evaluation Team:
Kathleen Roe
Kevin Roe

Polaris R&D, Inc.
Amani Flood

WELCOME, INTRODUCTIONS AND ANNOUNCEMENTS

Melinda Martin, Kimberley Gallant, Mazdak Mazarei, Willi McFarland, Jorge Ortiz, River Simms, and Marcos Banales notified the Co-Chairs and/or staff that they would not be in attendance. Other absences were also excused.

APPROVE MINUTES OF MAY 11 AND JUNE 8

A motion to approve the minutes of May 11, and June 8, 2000 was called and seconded. By unanimous vote the motion passed and the minutes were approved.

(PLEASE SEE ATTACHED VOTE TALLY TABLE.)

GENERAL PUBLIC COMMENT

Steven Tierney read aloud the HPPC Rules of Public Comment. David Pasquarelli of Queen Nation, San Francisco, spoke about the recent article in the San Francisco Chronicle newspaper. He is very upset about the content of the article, believing that it contains lies. David believes that contrary to what is stated in the article, the number of HIV/AIDS cases is not increasing. David does not believe that HIV causes AIDS, and he

thinks the accusation that it does casts male to male sex in a bad light. He called for the resignation of Sister Marymae Himm from the Council.

Michael Petrelis spoke about what he believes is hypocrisy among members of the HPPC. He also called for Sister Marymae Himm to resign, stating several accusations against Sister Marymae Himm, whom he referred to as Vincent Gaither. Michael believes that the Council is not doing its job and that it needs serious adjustments. Michael handed out graphic color photographs to the members of the Council. He alleged that Vincent Gaither is paid by the CDC to infect gay men with HIV.

Todd Swlindell, of Queer Nation, also spoke about his finding of hypocrisy among the Council members. He believes the CDC is not being up front with the community about AIDS. He blames the HPPC, the Board of Supervisors, the Mayor's Office and the DPH for this, stating that these organizations are all selling out gay men in order to get CDC HIV prevention funds. He wants to reopen the bath houses in San Francisco. He believes there is no danger in men having unprotected sex, and that the AIDS crisis is over.

Tate Swindell, of ACTUP San Francisco, spoke about the Chronicle article, which he says contains phony statistics. He feels that the article demonizes gay sex. He believes the recent HPPC's position that HIV causes AIDS is untrue, that the recent letter stating such is false, and that there is a need for a forum to air opposing views.

Hank Wilson spoke about how he recalls HIV/AIDS prevention forums on research findings being held in past years, with facilitators allowing a lot of opportunities for questions and answers, and time to explain theories and openly discuss the issues. He has received copies of the abstracts issued in Durban at the International AIDS conference and he is looking forward to studying them. San Francisco is a pivotal location because tourism brings a lot of gay men to the city. He called for an update to the San Francisco AIDS survey, which has not been updated since 1994.

MEMBER RESPONSE TO PUBLIC COMMENT

Maria Rinaldi responded to public comment by offering to *personally* (not as an HPPC member) organize a forum to openly discuss the issue of whether or not HIV is the cause of AIDS. Al responded by agreeing that the media exaggerates AIDS statistics, and that he is also concerned to hear the media use certain terminology which is racist. John Newmeyer spoke about the Chronicle headline story saying he agrees that negative comments about news reporting on HIV are being said by young gays on the street. He agrees with the public speakers' opinion that if numbers are indeed going up, maybe some Committee members should consider resignations. He stressed that he believes this is particularly true of older members, like himself, because he feels personally responsible for this trend if the information of increasing cases is accurate and correct. Michael Bogan agrees it is important to call a forum. Ed Lee thanked the members of

ACT UP for not throwing human urine as it had been reported they had planned to do. He agrees that a forum would be a good idea and that the role of the community in coming together with health care providers is important. Bill Barnes said that AIDS has been devastating on the gay community. He believes that misinformation is endangering gay and lesbians' lives. He believes the time and energy used to conduct a forum could better be spent on getting out scientific information about AIDS. Maria clarified that she will use her own time, not the HPPC's time to organize the forum.

RESPONSES TO RESPONSES

One guest responded that he believes that AIDS is a real disease, but that he disputes that its cause is HIV. He feels demonized by the proliferation of public service messages about AIDS, calling the media campaign "terrorism upon the gay community."

Carlos Petroni, a member of the public said the issues relating to AIDS and HIV are real and they are varied and many, and these should be the topic of debates. He agrees that the pharmaceutical companies are forcing many dangerous drugs on AIDS sufferers.

NEW BUSINESS/PARKING LOT SURVEY RESULTS/MEMBER INPUT TO PARKING LOT

The Steering Committee used the survey results to determine the top five parking lot issues. The five issues to stay on the parking lot are: 1) Final report on the Speed Study; 2) Need an STD Presentation; 3) Discussion on the Consensus meeting: What is it? Where do the data come from?; 4) Discussion of HPPC Conflict of Interest Policy; 5) Prevention for Positives update, which will be presented today. Meeting with school reps is already in the works so it has been removed. New issues will come up during new business and the Council will immediately vote on whether to put the item in the parking lot. Bill Barnes is concerned that the parking lot was set up because it was promised that all of the items put in it would eventually come up for discussion, and this new vote would nullify that promise. It was pointed out that members can still bring any issue up under new business. The Steering Committee is responsible to see that parking lot items get added to the Council's agenda. The motion to approve the list of items as voted on the parking lot was called and seconded. A vote was taken and the motion passed unanimously.

(PLEASE SEE ATTACHED VOTE TALLY TABLE.)

Sister moved to add three items back into the parking lot: 1) a report from Rave Drug Task Force; 2) a discussion of transgender issues; and 3) a presentation from the group of providers funded by the Congressional Black Caucus (now referred to as the Minority HIV/AIDS Initiative). The motion was seconded and discussion was undertaken. Rev. Flunder called for a subcommittee made up entirely of people of color to discuss CBC the grants and how communities of color are affected by HIV/AIDS. She is concerned because of large numbers of infected/affected people in other Bay Area cities who come

to San Francisco for treatment. She offered as a friendly amendment to Sister's motion to add issues of communities of color to the discussion about the Minority HIV/AIDS initiative, which was accepted. Maria called for staying with the five items because they were chosen by vote and there is not enough time to address all of the parking lot issues. The vote was called by role and the motion to add the three items passed unanimously.

(PLEASE SEE ATTACHED VOTE TALLY TABLE.)

JoEllen made a motion that the council get a report on resource allocations by demographics and behavioral risk population. For sake of formality, since new members are not yet allowed to make motions, the motion was re-introduced by Sister Marymae Himm. Steven directed the DPH staff to produce the report. The DPH will use the resource inventory. Tracey stated that one problem with the resource inventory is that agencies don't always specify which populations receive exactly how much of their funding monies. General statements can be made about amounts of funding for behavioral risk populations, but it is not exact.

CO-CHAIR'S REPORT
On July 27, from 2:00 -6:00 p.m., the last new member orientation session will be held. All members are invited and new members are required to attend. See Gigi for more details.

Steven Tierney clarified that with respect to the Chronicle newspaper article, the numbers used did not come from the DPH or the HPPC, and the forum associated with the article was not produced by the HPPC, it was convened by CAPS. Rev. Flunder suggested issuing a public statement to that effect. Steven also clarified that Michael Shriver is officially unrelated to the HPPC, but has a small contract with the DPH to assist with planning.

REPORT FROM EPI WORKING GROUP
Michael DeMayo and John Blake West reported on the job of updating the Epi chapter. Overheads were used (attached). The chapter was originally prepared in 1997. Michael went over each of the section, giving a brief outline and stating which ones are finished. There was discussion on the statistics and whether the chapter would use the latest 2000 consensus information or how that information would be incorporated once it was compiled. They stated that they will incorporate data from the Fall 2000 Consensus meeting into the chapter. The Epi Working Group was congratulated on doing a good job.

HIV PREVENTION PLANNING COUNCIL
Minutes of Meeting
July 13, 2000

REPORT FROM COMMITTEES

Strategic Evaluation

A new meeting has been added for July 19 to complete the Strategic Evaluation Plan. Work is ongoing and the committee will report back to the Council at the August meeting.

Membership

Flyers showing the new members orientations and make up sessions were distributed. Make up sessions will be held on Tuesday, August 8 from 3:00 - 6:00 p.m. for new members who missed orientations. A mentoring process is being developed and all members wishing to participate should sign up. Steven acknowledged that the Council operates under many rules so new members should take advantage of the experience of seasoned members.

UCHAPS REPORT

Maria reported on a recent UCHAPS (Urban Coalition for HIV/AIDS Prevention Services) meeting she attended. Six cities that receive direct CDC funding for HIV prevention are members of UCHAPS. They are chosen based on need as determined by the number of AIDS cases reported. Membership within this coalition was not voted on by the San Francisco HPPC. At the next full Council meeting, Maria would like to call a vote on membership in UCHAPS. Membership dues for UCHAPS are $10,000, for which the HPPC receives membership in the AIDS Action Council. Upon the vote to maintain membership, the members will vote on two permanent community representatives. Maria made a motion that Michael Discepola be the UCHAPS Steering Committee representative from San Francisco, at least until the HPPC votes to join UCHAPS. The role was called and by unanimous vote the motion passed.

(PLEASE SEE ATTACHED VOTE TALLY TABLE.)

UPDATE ON THE HIV PREVENTION FOR POSITIVES PROJECT

Charles Klein, director of the HIV Prevention for Positives Project described the history of the project. The concept for the project was developed by the HPPC early in 1998 and funded by the CDC in late 1998. The original project did not include the mobile unit, now referred to as the Neighborhood Health on Wheels (NHOW)/Salud Ambulante. In 1999, the CDC awarded supplemental funds (from the Minority HIV/AIDS Initiative) to the SFDPH to enhance the Prevention for Positives Project. The HPPC prioritized a mobile van for this funding in 1999, and funding began late last year.

The Project includes five components:

1. The Neighborhood Health on Wheels (NHOW)/Salud Ambulante, implemented by

the HIV Prevention Section. NHOW will begin pilot health services, including screening for HIV, TB, Hepatitis, in the Polk (Hemlock Alley) and the Mission (Mission and 17th) in conjunction with needle exchange sites and other community partners. Other neighborhoods will be added, including Bayview/Hunter's Point, the Castro, Potrero Hill, the Western Addition, and Visitacion Valley.

2. Provider Training (UCSF AIDS Health Project). Pilot trainings for providers began in June and regular trainings will begin in August.

3. Youth Linkages (Health Initiatives for Youth): This project focuses on assisting HIV positive youth to access health and social services. Collaborative street outreach has begun in the Castro and the Mission with the outreach worker from Dimension Clinic.

4. Community Level Interventions (STOP AIDS Project and BAY Positives):
Steven Gibson, of STOP AIDS Project, spoke about the community forums and social events to be held with positive people. Community forums began in June and are planned for July and August.

5. Social Marketing (Better World Advertising): Les Pappas from Better World Advertising presented the current status of the social marketing campaign. A TV commercial has been developed and will be aired in September and October. The website, hivstopswithme.com, has received a great response. It includes a TV viewing survey that Les believes may be the first time the viewing habits of gay and bisexual men have been surveyed. Les passed around palm cards and brochures that have already been developed.

PROCESS EVALUATION REPORT
Kathleen Roe gave an update on the results of the evaluation surveys members have taken over the months. Aside from the surveys, the process evaluation team uses several other methods to evaluate the HPPC meetings. The 1999 process evaluation report is complete, along with a 2000 epilogue report on the first six months. Currently in use are the 2000 HPPC Background Experiences survey, the CPG Survey and the Participant Profiles. The team needs to receive at least five more surveys before they can calculate the results. So far the statistics are very encouraging, showing high numbers of people with multicultural experience. Kathleen encouraged the Council members to become familiar with Robert's Rules of Order, as one way of improving the process. Participant Profiles can be sent to Kathleen this week to be included in the survey results.

CLOSURE AND EVALUATION
Steven Tierney, as chairman, said for the record that he appreciated everyone's cooperation and participation at today's meeting, which had the potential to be difficult. He thanked the security officers for their presence and handling of the meeting, which he attributed to the success of order being kept at the meeting. He also stated for the record

that he strongly believes in the right of freedom of speech by public groups, but he also strongly believes that no Council member should be verbally personally attacked by virtue of their public service by these public groups. Some members spoke to him over the break, expressing their opinion that the verbal attacks by members of the public, which occurred against Sister and Bill today should have been handled differently. He agrees, and he apologized to Sister and Bill, saying that he is learning and will find ways to handle such a situation as occurred today better in the future.

In response to the graphic material which had been handed out by members of the public, Rev. Flunder suggested that in the future, members can show that they will not dignify the distribution of irresponsible material by taking the material directly to the trash and throwing it away. She also announced that there is now a pastor's guide to HIV Ministry within the church. Contact her for more information.

With thanks to everyone for helping to maintain a safe environment, the meeting was adjourned at 6:02 p.m.

Minutes prepared by Amani Flood of Polaris, Research and Development.
Minutes reviewed by Maria Rinaldi, Community Co-Chair and Tracey Packer, DPH, AO.

HIV PREVENTION PLANNING COUNCIL
Minutes of Meeting
July 13, 2000

HPPC Votes July 13, 2000

	Minutes	Limit the Parking Lot	New Items To Lot	Michael Discepola as Interim UCHAPS
Marcos Banales	absent			
Bill Barnes	yes	No	Yes	Abstain
Michael Bogan	Yes	Yes	Yes	Yes
Carla Clynes	yes	No	Yes	Yes
Al Cunningham	Yes	Yes	yes	yes
Michael Discepola	Absent			
Lyn Fischer Ponce	yes	Yes	Yes	Yes
Kimberly Gallant	Absent			
Sister M. MaeHimm	Yes	Yes	Yes	Yes
Melinda Martin	Absent			
John Newmeyer	yes	Yes	Yes	Yes
Jorge Ortiz	absent			
Nancy Pollard	absent			
Janetta Johnson	absent			
Mazdak Mazarei	absent			
Willi Mcfarland	absent			
J Colin Partidege	Yes	Yes	yes	Yes
Maria Rinaldi	Yes	Yes	Yes	Yes
River Simms	Absent			
Steven Tierney	yes	Yes	Yes	Yes
Martha Ugarte Ortiz	Absent			
John Blake West	Yes	yes	yes	yes

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HIV Prevention Planning Council Meeting
Thursday, August 10, 2000
Mayor's Conference Room (201) at City Hall
Van Ness at Grove, San Francisco

Agenda

Meeting called by Co-Chairs: Michael Discepola, Maria Rinaldi, and Steven Tierney

3:00 pm	**Food, Welcome, Introductions, Announcements** At this meeting, new members become voting members for the first time. We welcome their participation as HPPC voters!	**Michael Discepola**
3:20 pm	**Review and Approval of Minutes of July 13, 2000** ***VOTE***	**Michael Discepola**
3:25 pm	**General Public Comment**	**Michael Discepola**
3:35 pm	**Member Response to Public Comment (as necessary)**	**Michael Discepola**
3:40 pm	**New Business: Member Input to the Parking Lot** HPPC members can suggest topics for the HPPC to discuss on future agendas. Members vote to add items to the Parking Lot. ***POSSIBLE VOTE*** *Note: This agenda item relates to role #6 of community planning groups in the CDC Guidance, "Identify the technical assistance needs of the community planning group and community-based providers in the areas of planning, implementation, and evaluating prevention interventions."*	**Michael Discepola**
3:50 pm	**HPPC Co-Chairs/Steering Committee Report** The Community Co-Chairs and the HIV Prevention Director will provide written reports of their activities, those of the Steering Committee, and those of the HIV Prevention Section. The Steering Committee has approved an initial set of bylaws for review by the Council. These will be discussed at the September meeting. The Harm Reduction Resolution, under development by the DPH, will be discussed briefly. ***POSSIBLE VOTE***	**Michael Discepola**
4:00 pm	**Committee Updates: Priority Setting and Membership** *Note: This agenda item relates to CDC role #11, "Attend to the HPPC process and business issues necessary to ensure an efficient and effective Council."* ***POSSIBLE VOTE***	**Committee Chairs**
4:10 pm	**Presentation of the Strategic Evaluation Plan** The Strategic Evaluation Committee will present the plan to the Council for approval. This Plan reflects the committee's suggestion for how CDC process evaluation requirements will be implemented in San Francisco. The plan will be added to the Cooperative Agreement as an appendix as approved. **VOTE** *Note: This agenda item relates to CDC role #3, "Carefully review available epidemiologic, evaluation, behavioral and social science, cost and cost-effectiveness, needs assessment, and resource inventory data and other information required to identify and prioritize HIV prevention needs.*	**Strategic Evaluation Committee**
4:40 pm	**BREAK**	

4:55 pm	**Cooperative Agreement Presentation** The Steering Committee will present for acceptance the HPPC goals and objectives for the Cooperative Agreement. HPS staff will review how the Cooperative Agreement is being developed based on the HIV Prevention Plan. At the September meeting, the HPPC will be asked to approve a letter of concurrence with the Cooperative Agreement. ***VOTE*** *Note: This agenda item relates to CDC role #7, "Assess how well the priorities outlined in the Plan are represented in the health department's application to CDC for federal HIV prevention funds."*	**Steering Committee HPS Staff**
5:45 pm	**Vote to Join Urban Coalition on HIV/AIDS Prevention Services (UCHAPS)** *Note: This agenda item relates to CDC role #11, "Attend to the HPPC process and business issues necessary to ensure an efficient and effective Council."* ***VOTE***	**Michael Discepola**
5:55	**Closure and Evaluation**	

Note: All meetings are open to the public and are held in handicapped accessible facilities. Allotted time periods for agenda items are approximate and may require adjustments.

UPCOMING MEETINGS: HPPC Meeting - Thursday, **September 14**, 3pm-6pm, Location TBA

Know your rights under the Sunshine Ordinance: Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the city and county exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

HIV PREVENTION PLANNING COUNCIL

Minutes of Meeting
August 10, 2000

Members Present:
Bill Barnes
Mazdak Mazarei
Willi McFarland
Carla Clynes
Al Cunningham
Lyn Fischer-Ponce
Gwen Smith
John Newmeyer
J. Colin Partridge
John Blake West
Steven Tierney
Martha Ugarte-Ortiz
Teresa Betancourt
Erick Brown
Jo Ellen Fisher
Rev. Yvette Flunder
Ed Gallagher
Steve Gibson
Robert Gomez
Michael Meehan
Edward Sung Lee
Deborah Oliver-Wilson
Marcos Banales
Michael Discepola
Janetta Johnson
Kimberly Gallant
Rheena Yangson

Members Absent:
Tae-Wol Stanley
Jorge Ortiz
Father River Simms
Sister Marymae Himm
Maria Rinaldi
Jason Robert Kitching

MGT Group:
Monika Hudson (facilitator)

Parliamentarian:
Evelyn Wilson

Guests:
Michael Petrelis
David Pasquarelli
Tate Swindell
Hank Wilson

Harder + Co.:
Dara Coan
Michael DeMayo

Process Evaluation Team:
Kevin Roe
Kathleen Roe

Polaris R&D, Inc.
Amani Flood (recorder)

The meeting convened at 3:07 p.m. with a welcome from the chairman to the members of the public. He said that the Council wants to hear from everyone around the table and those in the public gallery, however he issued a stern warning that the meeting will be conducted in a very orderly fashion and outbursts and personal attacks will not be tolerated.

WELCOME, INTRODUCTIONS AND ANNOUNCEMENTS

Steven Tierney announced that Michael Bogan, Maria Rinaldi and Sister Marymae Himm are excused absences. Lyn distributed a handout on STD statistics and one containing a two-paragraph statement about a grant that will be presented to the co-chairs for support for an application a grant for a study analyzing the links between HIV, TB and STDs. Call Lyn with any questions. Amani announced that the recorder position is available. Interested persons should call Polaris Research & Development at 777-3229, ext. 313 for a job description. Al announced that he will be out of town for the remainder of the month. Tracey announced that copies of the presentations by the SF Health Department at the International AIDS Conference are available at today's meeting. (Absent members can obtain copies from Betty.)

PUBLIC COMMENT

The chairman admonished members of the public to stay within the guidelines for respectful engagement, and also to limit their comments to the three minutes permitted, staying within the parameters of the subject matter of HIV prevention.

David Pasquerelli of ACTUP SF, said he feels the hearing held yesterday at City Hall on HIV/AIDS was a big joke. He said the UCSF statistics presented were gathered using small samples and telephone surveys, and that they generalize the gay community. He said to Willi McFarland that Willi's quotes in the San Francisco Chronicle about sub-Saharan levels of HIV/AIDS in San Francisco are a lie, and that attempts to justify the lie have brought increased scrutiny upon the sexual lives of gay men, creating an increase in homophobia and leading towards violence against gays. He reproached the recently released Eleven-Point Plan, saying it exposes gay lingo to the mainstream, and stigmatizes and criminalizes gays. Rural America is being led to believe that gay men are diseased. He calls the recent media story on an outbreak of syphilis anti-gay hysteria, saying it is based on only one additional reported case and will lead to gay-bashing.

Tate Swindell of ACTUP SF, said he has been coming to these meetings for almost a year. He referred to a 1992 study co-authored by Dr. Mitch Katz, showing that HIV decreased by a thousand cases a year until it leveled off at 500 cases, until a couple of weeks ago when the DPH, CAPS and others released statistics reporting a sharp rise in cases without releasing any actual figures to support the statements. From this he wonders if anyone here really cares about ending HIV. In his opinion the HIV test itself is a complete sham, and the AIDS drugs kill people. He wants HIV testing stopped, which he also believes is lethal. The community should be outraged about stories like these, which he believes will lead to violence towards gays. He believes the HIV test is a complete sham, and that if it is pulled there will be zero cases of HIV because HIV does not cause AIDS. The media is blowing up stories about outbreaks, but later it is learned that the scare was based on only one reported new case. He is willing to put together a public forum, neutrally moderated, at which he will discuss why AIDS cannot be proven to exist.

Michael Petrelis said he is here to represent AIDS-STATISTICS.com. He referred to a recent San Jose Mercury News story that says Michael Discepola will not be surprised to learn that recent research points to a rise in HIV/AIDS infections. The HIV numbers being alleged by Dr. McFarland and Dr. Katz point to the ineffectiveness of this Council, CAPS, the Stop AIDS Project, the CDC and all of the HIV prevention plans in San Francisco. He announced that he plans to bring charges of criminal behavior against Vince Gaither, of this Council and Keith Folger of the Stop AIDS Project, and demand that law enforcement officials enforce quarantine over these men because they will not practice safe sex, and they are willingly spreading HIV by advertising themselves on web sites. He accuses that they have told the world that they are fine about spreading HIV. He wants this Council to address the issue of quarantine of these two men. He has taken this up with political conservatives in the House and the Senate. He said that these two men will be hearing from law enforcement officials.

Hank Wilson spoke about the needle exchange program adapted in the cities as being a great example of something that works to stop the spread of HIV. He said that numerous studies show that gay men change their behavior, including sexual behavior, when they

learn that they are HIV positive. A project in Los Angeles for people who are HIV positive, called the Weho Lounge, is a place where people in the community can walk in at any time for services. It is open from approximately 10:00 a.m. to 2:00 a.m. HIV positive people, especially those recently diagnosed, find friendship and support, as well as HIV testing and computer training. He wishes there were someplace in San Francisco like this.

APPROVE MINUTES OF MAY 11 AND JULY 13

A large number of people did not receive the minutes of last month's meeting. Amani said that the minutes were all mailed out at the same time to the addresses shown on the master list. The reason they were not received will be investigated. Approval of the minutes of May 11 and July 13, 2000 was tabled until the next meeting.

MEMBER RESPONSE TO PUBLIC COMMENT

Bill Barnes spoke on the issue of quarantine, saying that the SF Board of Supervisors, among others, has already investigated the issue of quarantine and rejected it for several reasons. He wants to reiterate that quarantine of HIV positive people is not an acceptable idea. Michael Discepola responded that the issue will be put to the Co-Chairs for consideration of a discussion.

Al Cunningham said that he is distressed about constantly being blind-sided by statistics released to the media of which he is not notified or represented at the public meetings where they are discussed. When the Director of the DPH calls a press conference to talk about prevention issues, and the HPPC Council, being the official body for HIV prevention for the City of San Francisco, does not receive notice, it makes him feel like the Council members are wasting their time. The Council should be given the information that they require to effectively plan for HIV prevention.

Lyn clarified the JAMA article on syphilis, stating that this time last year there were ten primary and secondary reported cases of syphilis, and so far this year twenty cases have been identified.

Michael Discepola said it is important to acknowledge that while there are new infections of HIV, many of the HIV prevention programs in effect in the City are successful. He believes the new infections show that there is still a lot of work to be done. The numbers prove that it is important to sharpen the focus.

John Newmeyer said that with respect to the July HPPC meeting minutes in which he is quoted as considering resignations from the Council, the reason for this is the recent statistics being released showing increasing cases of HIV/AIDS point to the possibility that Council is failing at its efforts. However, he was misquoted in the Bay Times as calling for the resignation of Vince Gaither, a.k.a. Sister Marymae Himm. He does not hold that opinion.

NEW BUSINESS - MEMBER INPUT TO PARKING LOT

Michael Discepola reminded members that the issue of reorganizing the parking lot came about because of the limited time remaining in this calendar year for discussing the issues on the list. Even though items might be added back into the parking lot for discussion, the issue of limited time will still dictate whether or not the issues are discussed.

Bill Barnes called for informal meetings for members interested in discussing topics in the parking lot which are important even though they did not make the cut during reorganization of the parking lot. He moved that the Co-Chairs explore setting up informal brown bags to discuss the issues which are not high on the parking lot list. The motion was seconded, and there being no objections, the chairman directed that the issue be referred to the Co-Chairs for discussion.

Al wants the Eleven-Point Action Plan for San Francisco to be made part of a serious discussion among the Council, so that the Council members can decide to either formally support the program or officially state that they are not in support of it.

CO-CHAIR'S REPORT

Steven Tierney reported on behalf of the Co-Chairs that Michael Bogan is resigning from the Council to pursue his education. He wants everyone to know that he still has a passion for this work. He wishes everyone good luck and admonished the Council to support each other in this very important, but very hard work. He asks that the Council members "be good to each other."

Steven referred the members to the Bylaws document, which was mailed to each member in the pre-meeting packet. Members should study the Bylaws before the September 14 Council meeting, when it will be discussed and a vote taken. New members may find the document difficult to understand, and they should consult with seasoned members or discuss their questions with Michael DeMayo. Steven's goal is that discussions on the Bylaws at all future HPPC meetings, be limited to not more than one-half hour. He asks everyone's cooperation at working together towards that goal.

Also enclosed in the pre-meeting packet was a DPH / City and County of San Francisco Harm Reduction Policy, which needs the support of the various community organizations, including the HPPC. Members' comments should be directed to someone in the HIV Prevention Section, and they will try to get your concerns integrated into the discussion on the Policy.

Steven added to his report that his office is working on the resource inventory in response to Jo Ellen's request at the last meeting for funding data on populations targeted in San Francisco. It is going to take some time to get it itemized but when it is complete all members will receive a copy of it. Rev. Flunder will head up the People of Color working group which was requested by Rev. Flunder and approved by the Council. Rev. Flunder will chair the first meeting. The working group is charged at its first meeting to set up an agenda for the rest of the year, elect its Co-Chairs, and report at the following

Co-Chairs' meeting what resources it will need to accomplish its goals. A sign-up sheet was circulated for members interested in joining the working group. Steven asked that the members all respect the spirit of the People of Color working group, as being envisioned as a group of members having direct concerns about people of color, when deciding whether to join. Rev. Flunder called for the working group in order to give a voice to communities which have been left out of the discussion on HIV including people of color, heterosexuals, transgendered persons, children, second-generation people living with AIDS, and others. Steven said that in the future he anticipates other working groups being formed to deal with specific issues within San Francisco's diverse populations.

The Public Comment Policy handout was discussed. Steven met with the City Attorney and the San Francisco Police Department to find out how the HPPC can have as much community input as possible, including holding its meetings at community locations to broaden the reach of the Council and spread the information on various programs. The leadership of the Council agrees that the issue before it is how can that happen. A system is needed whereby those who volunteer their time to sit on this Council, and concerned members of the community have a working set of rules. Evelyn Wilson had suggested using some of the San Francisco School Board's rules and regulations, and they were drafted along with other suggestions into a proposed public policy. Everyone should study the draft and offer suggestions on how the Council can be more accessible to the community in a mutually respectful way. Please discuss with or e-mail your comments to Steven.

Steven agreed with Al that he, too, was caught off guard by the recent media stories on increasing cases of AIDS in San Francisco. To keep the work of the Council productive and moving forward, he has as a goal limiting all administrative discussions at meetings to no more than twenty minutes, leaving the full balance of 2-1/2 hours to actual prevention work topics about affected communities.

He then went over the figures shown on the *DPH/ARI Response to the Updated Estimates of HIV infection, San Francisco 2000* handout, which is an excerpt from a 49-page written report. The full report can be accessed at http://HIVinsite.ucsf.edu, or members can contact Betty to have a copy mailed to them. Every three years there is a Consensus Meeting; the next one is scheduled for this fall. HIV is not reported in California and one criticism of the statistics generated at the Consensus Meeting is that statistical figures are not exact. This Council as a body supports the decision of the City and County of San Francisco and the State of California that reporting HIV is not a good thing. Rather, we compile statistics based on epidemiology. The Consensus Meeting is where all of the scientists studying HIV come together and discuss the differences in their studies between the current and the previous Consensus Meetings, and use that information to compile a report on the state of HIV/AIDS. Because the DPH and the CARE Council are in the process of writing applications for funding, they decided to come together at UCSF and look at the figures and report to the grant writers. It was an informal meeting of 25 scientists and trends were discussed. That information is what was somehow leaked to the press, and coincidentally it was at the same time that Willi McFarland's study was

also publicized. The two studies have been blurred by the press to seem to be one and the same, when in fact they are not. The facts of both reports, however, do show that the numbers of HIV/AIDS cases among gay men is going up.

He further discussed the handout. San Francisco's community-based intervention model, which has been replicated all over the world, has some very successful aspects. As a result of it, no babies have been born with HIV this year in the City of San Francisco. The needle exchange program is also an overwhelming success in terms of the decrease of new cases among injection drug users. However a new prevention model for men who have sex with men is needed because that behavioral risk population (BRP) is the category which is experiencing the increases in new cases. San Francisco has an excellent record of monitoring data related to the HIV epidemic. Steven agrees that there needs to be more community input and greater inclusion of the HPPC in these discussions, and he will do all he can to ensure that the HPPC is well represented at the upcoming meeting between panels of experts who are monitoring the HIV/AIDS issue. Steven went over each item in the 11-Point Action Plan for HIV Prevention In San Francisco. He closed the report by saying that the sole purpose of gathering information on the numbers of new infections is to monitor prevention efforts. New members should refer to the glossary in their handbook for definitions of the acronyms used in the report. New members, absent members and others with questions about the handout should contact Steven.

Bill Barnes commented that since the loss of funding of the DPH supplemental program for prevention among young gay men, the numbers of infections among that group has increased. He relates it to the loss of the program.

Edd Lee commented that when all statistics are lumped together, without discussion of ethnicity, there is no way to discern among which groups the numbers are going up. Steven recognizes that fault, which was due to limited time. However, Michael DeMayo said that based on all of the testing data he has looked at, across the board, all ethnic groups, all age ranges and all demographics in the city are experiencing increasing numbers of new infections. During the Consensus Meeting, the figures will be more specific to race/ethnicity and age.

Kristen said there is now a set of figures on data among transgendered persons. Wili McFarland said with a provisional estimate of 35%, that population has among the highest seroprevalance rate of any group. The population estimate used was 3,000 persons, all male-to-female transgendered. Carla Clynes called for more recognition of transgendered people and wants them to not be included in data on MSMs. There is nothing in the Eleven Point Plan directed towards the transgendered community.

John Newmeyer asks why the public should continue to have faith in the HPPC if these new figures are correct and the numbers of new cases of HIV/AIDS are going up. Even though we are all well meaning, and have tried our best, the public will still see the Council as being ineffective.

Rev. Flunder asked for statistics on young sexually active people who do not gay identify. There seems to be a new trend young people towards being bisexual.

Al wants to get a better sense of exactly how these numbers are generated. He appreciates the presentation but is still left in the dark about what is really being said here. The facts that transgendered populations are not included, racial identification is not available, etc., is very disconcerting to him. He wants data with demographics.

Steven clarified that Dr. Katz of the DPH issued the call to action resulting in the 11-Point Plan, however, the HPPC is the body mandated to come up the official San Francisco HIV prevention plan. The new version of the HPPC Prevention Plan, scheduled to be completed by April, 2001, should address the issues in the 11-Point Plan.

Steven will convene a meeting between interested members and CAPS and other researchers to look closely at the studies and discuss the research questions in order for the Council to understand the data. A sign-up sheet was circulated for interested members. Another list was circulated for members interested in discussing the 11-Point Plan to sign up.

BREAK

Due to time constraints the agenda was changed.

UCHAPS REPORT
The report and vote to join will be put off until the September Council agenda. M. Discepola will remain the UCHAPS representative and report back until the vote is taken. There being no objections to this suggestion, it was agreed by consensus.

REPORTS FROM COMMITTEES
Membership
Janetta reported for the committee that all information sent to Ed Gallagher should be via e-mail only. The name "mentorship program" was changed to "member resource person". The last New Member Orientation Session was well attended.

Priority Setting
Marcos reported that the identification of sub-populations has been completed based on the model which the Council approved. The committee is now reviewing the HIV prevention indicators established by the Prevention Indicators Project to see if it might be useful for identifying emerging infections. They will be discussing resource allocation guidelines, which will be completed at the end of the month.

PRESENTATION OF THE STRATETIC EVALUATION PLAN

Dara, Carla and Edd presented the new Strategic Evaluation Plan. Edd opened by making a motion that the HPPC adopt the new Four-Year Strategic Evaluation Plan, and include it in the Cooperative Agreement application for the year 2001. He then presented the points of the Plan. The underlying theme of the Plan is to create procedures where HIV/AIDS provider data can be gathered and utilized in ways that brings together all the stakeholders, and reduces duplication by consolidating and streamlining the process. It includes an Internet based evaluation tool on the DPH website. Carla explained the revisions that have been made to the plan since it was mailed out to members, including the matching variable. The motion was seconded and the vote taken. The motion passed by a vote of 23 in favor.

Kristen urged everyone to read and familiarize themselves with the Strategic Evaluation Plan it has just approved. The points of the Plan are designed to ensure a fair system between providers, researchers and the community. Many of the members' concerns expressed at this meeting about the way that research results are reported are addressed within the Plan.

Steven thanked the Strategic Evaluation committee for their hard work in spite of the obstacles they faced.

COOPERATIVE AGREEMENT PRESENTATION

The Cooperative Agreement is used every year to apply for the CDC funding which accounts for a grant of approximately $10 million. The CDC issues very strict guidelines for applying for these funds. The Agreement reflects the decisions and priority populations the Council has adopted and the unmet needs it has identified during its committee work. Members are now being asked to review the Cooperative Agreement to determine whether it reflects the priorities in the Plan. Four aspects are asked to be reviewed: goals and objectives, target populations, proposed activities and the Summary Budget. The Cooperative Agreement application must be mailed to the CDC on September 15. The Council will meet again on September 14, at which time members can consider authorizing the Letter of Concurrence with the Cooperative Agreement which states that the priorities in the application match the priorities and interventions in the HPPC Plan. Any comments and suggestions today will be incorporated and put before Steering at its meeting on August 24. Members may submit comments, suggestions, disagreements, corrections, etc. A few minutes were given for review of the document. The structure was discussed. Tracey reviewed the Summary Budget, explaining each line item until there were no more questions. All current provider contracts run through December 2001.

Bill believes that the Wedge project is duplicative and unnecessary. He wants the council to ask for a report on where that money goes. Concern was also expressed about the amount of funding in the administrative component for the DPH. It was explained that the administrative line item includes all of the CDC's requirements for implementation and evaluation of projects, so prevention work is funded within those line items.

What was received in the pre-meeting packet is not a complete copy of the Cooperative Agreement application. Additional sections are being finished and a more complete copy will be discussed at the Steering Committee meeting on August 24. Members who are interested in getting more involved can come to the Steering Committee meeting on August 24, from 2:00 - 6:00 p.m.

At the September 14 Council Meeting a vote will be held whether to accept the Cooperative Agreement application by voting to either 1) issue a letter of concurrence; or 2) issue a letter of concurrence with concerns; or 3) issue a letter of non-concurrence. The final copy will be mailed to the Council on September 1 for review before September 14. If the third option is chosen, the CDC may send a rep-representative to San Francisco to learn why the DPH and the HPPC are not in concurrence. Additional questions or comments can be directed to Brian Dobrow, who can be reached at 554-9499.

New members are cautioned to remember that this letter of concurrence relates to the 1997 Plan. It will be the work of this Council to develop a new plan, which will be addressed in the following Cooperative Agreement. As members assess this year's application, they should look critically at what issues the next HPPC Prevention Plan currently under development should include or exclude.

Jo Ellen needs to have the funding categories broken down by BRP before she votes. Tracey said the DPH is working on a complete breakdown of the funding, and will bring it to the next meeting.

Members will be given a copy of the complete Cooperative Agreement and anyone should call Steven if they have difficulty going through the current HPPC Prevention Plan, which is the thick book they were given at orientation. He will hold a meeting with interested persons if they identify themselves to him.

Rev. Flunder called also for a resource inventory, saying that having a panoramic financial picture will help her in making decisions on concurrence.

Steven made closing remarks, stating that it is very important for all HPPC members to read the SF Prevention Plan and the Cooperative Agreement application to make sure they are in agreement. This is an important component of HPPC work. This year it is even more important as the HPPC will be re-writing the SF Prevention Plan, establishing new priorities, defining strategies and interventions and then voting on next year's CDC Cooperative Agreement. The current approval process looks at the plan as written in 1997 only. It is excellent preparation for the work we will do together this year.

The meeting adjourned at 5:55 P.M.

Minutes prepared by Amani Flood of Polaris, Research and Development.

Minutes reviewed by Michael Discepola, Community Co-chair, and Tracey Packer, DPH, AO.

Attachments:

August 10, HPPC Agenda
Strategic Evaluation Plan: 2000 - 2003, August 10, 2000
The New Strategic Evaluation Plan for San Francisco
The DPH/ARI Response to the Updated Estimates of HIV Infection, SF, 2000
San Francisco Monthly STD Report
"Reinventing Surveillance Systems for Communicable Disease Prevention:..."
Co-Chairs' / Director's Report, August 10, 2000
Harm Reduction Resolution, July 19, 2000
Public Comment Policy
Program: HIV Prevention Budget Summary Term: 01/01/01 - 12/31/01
Structural and environmental HIV prevention for gay and bisexual men
Structural interventions to encourage primary HIV prevention among ...
Health Director pushes change in AIDS fight
Prevention Memoranda of Understanding (MOUs) - 2001
Prevention Contracts - 2001
Polaris Job Announcement: Recording Secretary

HPPC Votes July 13, 2000

Motion:	Accept the Four-Year Strategic Evaluation Plan
Marcos Banales	Yes
Bill Barnes	Not present
Teresa Betancourt	Yes
Erick Brown	Yes
Carla Clynes	Yes
Al Cunningham	Yes
Michael Discepola	Yes
Lyn Fischer Ponce	yes
Jo Ellen Fischer	yes
Yvette Flunder	yes
Ed Gallagher	Yes
Kimberly Gallant	Not present
Steve Gibson	yes
Robert Gomez	yes
Sister M. MaeHimm	Absent
Janetta Johnson	yes
Jason Kitching	Absent
Deborah Oliver-Wilson	Yes
John Newmeyer	Abstain
Jorge Ortiz	Absent
Edd Lee	Yes
Mazdak Mazarei	Yes
Willi Mcfarland	Not present
J Colin Partidege	Yes
Maria Rinaldi	Absent
River Simms	Absent
Gwen Smith	yes
Steven Tierney	yes
Martha Ugarte Ortiz	Yes
John Blake West	Yes

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HIV Prevention Planning Council Meeting
Thursday, September 14, 2000
Mayor's Conference Room (201) at City Hall
Van Ness at Grove, San Francisco

Agenda

Meeting called by Co-Chairs: Michael Discepola, Maria Rinaldi, and Steven Tierney

3:00 pm	**Food, Welcome, Introductions, Announcements**	**Maria Rinaldi**
3:15 pm	**Review and Approval of Minutes of July 13 and August 10, 2000** ***VOTE***	**Maria Rinaldi**
3:20 pm	**General Public Comment**	**Maria Rinaldi**
3:30 pm	**Member Response to Public Comment (as necessary)**	**Maria Rinaldi**
3:35 pm	**New Business: Member Input to the Parking Lot** HPPC members can suggest topics for the HPPC to discuss on future agendas. Members vote to add items to the Parking Lot. ***POSSIBLE VOTE*** *Note: This agenda item relates to role #6 of community planning groups in the CDC Guidance, "Identify the technical assistance needs of the community planning group and community-based providers in the areas of planning, implementation, and evaluating prevention interventions."*	**Maria Rinaldi**
3:45 pm	**HPPC Co-Chairs/Steering Committee Report** The Community Co-Chairs and the HIV Prevention Director will provide written reports of their activities, those of the Steering Committee, and those of the HIV Prevention Section. An update on the progress of the 11-Point Plan will be discussed. ***POSSIBLE VOTE*** *Note: This agenda item relates to CDC role #11, "Attend to the HPPC process and business issues necessary to ensure an efficient and effective Council."*	**Maria Rinaldi**
3:55 pm	**Committee Updates: Priority Setting, Membership, Strategic Evaluation, Epi Working Group, and People of Color Working Group.** ***POSSIBLE VOTE*** *Note: This agenda item relates to CDC role #11, "Attend to the HPPC process and business issues necessary to ensure an efficient and effective Council."*	**Chairs**
4:05 pm	**Presentation of the Cooperative Agreement Application and Consideration of Letter of Concurrence** ***VOTE*** The Steering Committee has reviewed the application and recommends to the Council that it support a letter of concurrence with the application. *Note: This agenda item relates to CDC role #7, "Assess how well the priorities outlined in the Plan are represented in the health department's application to CDC for federal HIV prevention funds."*	**Steering Committee (Michael Discepola)/ HPS Staff**

4:55 pm	**BREAK**	
5:10 pm	**Motion to Accept Policies on:** Attendance, Member Dismissal and Resignation, Who Is Affected by Changes to Bylaws, HPPC Member Job Description, and Public Comment Policy. ***VOTE*** *Note: This agenda item relates to CDC role #11, "Attend to the HPPC process and business issues necessary to ensure an efficient and effective Council."*	**Steering Committee (Steven Tierney)**
5:30 pm	**Motion to Accept Revised Bylaws** A motion will be made to accept the bylaws mailed to the Council with the August 10 pre-meeting packet. ***VOTE*** *Note: This agenda item relates to CDC role #11, "Attend to the HPPC process and business issues necessary to ensure an efficient and effective Council."*	**Steering Committee (Steven Tierney)**
5:50 pm	**Closure and Evaluation**	

Note: All meetings are open to the public and are held in handicapped accessible facilities. Allotted time periods for agenda items are approximate and may require adjustments.

UPCOMING MEETINGS: HPPC Meeting - Thursday, **October 12**, 3pm-6pm, Location TBA

Know your rights under the Sunshine Ordinance: Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the city and county exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

HIV PREVENTION PLANNING COUNCIL

Minutes of Meeting
September 14, 2000

12
3
14/00

Members Present:
Bill Barnes
Mazdak Mazarei
Sister Marymae Himm
Maria Rinaldi
Al Cunningham
Lyn Fischer
Gwen Smith
Father River Simms
J. Colin Partridge
John Blake West
Steven Tierney
Martha Ugarte-Ortiz
Tae-Wol Stanley
Rheena Yangson
Jo Ellen Fisher
Rev. Yvette Flunder
Ed Gallagher
Steve Gibson
Robert Gomez
Marcos Banales
Edward Sung Lee
Janetta Johnson
Michael Discepola

Members Absent:
Carla Clynes
Willi McFarland
Erick Brown
Jason Robert Kitching
Michael Meehan
John Newmeyer
Deborah Oliver-Wilson
Teresa Betancourt
Jorge Ortiz
Kimberly Gallant
Danielle Ducaine
Kathleen Roe

MGT Group:
Monika Hudson (facilitator)

Parliamentarian:
Evelyn Wilson

Guests:
Jamie Hanos
Mike Shriver
Tate Swindell
S.W. Auliffe
Tern Beswick
Jeff Klausner
Mike Shriver

Harder + Co.:
Michael DeMayo
Dara Coan

Process Evaluation Team:
Kevin Roe

Polaris R&D, Inc.
Carol McGruder (recorder)
Jazzmenda McCoy
Rona Esquieres

The meeting convened at 3:10 p.m. and was chaired by Maria Rinaldi.

WELCOME, INTRODUCTIONS AND ANNOUNCEMENTS

Al announced that the premiere of Better World Advertising- Positive Project media campaign will be held at the Women's Building this evening. Carla Kline, and Jorge Ortiz, are excused. Erick Brown will be absent from this meeting as well as the upcoming Priority Meeting.

APPROVE MINUTES OF JULY 13th AND AUGUST 10TH

Rev. Yvette Flunder and Al Cunningham did not receive their HPPC packets and abstained from approving the minutes. Minutes for July 13th approved with 18 in favor and 3 abstentions. August 10th minutes approved with 17 in favor and 4 abstentions.

PUBLIC COMMENT

Tate Swindell would like to make sure he is on the HPPC mailing list, he had not received the minutes. Mr. Swindell commented that he had a friend who took the HIV test, the first test reported positive while the second one reported negative. Mr. Swindell's friend was not told that there are things that can make an HIV test read false positive, such as prior pregnancy. Mr. Swindell would like to know why and how this happens.

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MEMBER RESPONSE TO PUBLIC COMMENT

Member response by Nancy Pollard that per California State guidelines there is a rigorous training for HIV testing sites with strict protocols. She explained that all counselors must be certified and receive thorough training. Lyn Fischer encouraged Tate to suggest that his friend get back in touch with the manager of the site and voice their concerns. Steven Tierney referred Mr. Swindell to Marise Rodriguez at the HIV Prevention Section.

NEW BUSINESS - MEMBER INPUT TO PARKING LOT

Sister Marymae Himm would like the Council to address the Nonoxynol-9 (N-9) 9 controversy. Sister referred to a study that reported that use of N-9 increased risk for HIV infection among women. Steven Tierney clarified that the study took place in Africa where women used very high dosages of N-9, the subjects were sex workers, and were found to have vaginal tears that might have put them at increased risk for HIV. At this point, the SFDPH will continue to provide condoms with N-9 and warn people about the results of the study. More information about the study can be found at www.CDC.gov. Sister would like to motion that the HPPC receive information about microbicides and their effect on HIV infection. Motion carried and it was sent to the Parking Lot.

Bill Barnes requested that the HIV Health Services Planning Council attend the HPPC meeting to discuss overlaps in work and gaps with the HPPC. Lyn Fischer would like STD statistics to be included in a discussion by the HPPC. There was a brief discussion of gonorrhea rates. Steve Tierney noted that this topic would be addressed in the next HPPC meeting.

CO-CHAIR'S REPORT

Steven Tierney reported on behalf of the Co-Chairs.

The concept of having a HPPC Rapid Response Team to address issues such as the 11 Point Plan in a timely manner. This is an issue that has come up repeatedly; can the current HPPC structure deal with issues that come up in a rapid manner? Currently it takes the HPPC six to seven months to respond. The HPPC is holding a planning retreat on October 20th and Oct. 27th to discuss this and other issues. The retreat is not mandatory but it is requested that as many HPPC members attend as possible. The retreat will discuss different HPPC models and how to make the community planning process work better. Hawaii's model of quarterly meetings was mentioned. Al noted that he feels the Council should not necessarily feel put on the spot to make rapid responses; the purpose of the Council is to set the prevention agenda not respond to topical items.

Steven announced that the CDC has issued a draft Prevention 5-Year Strategic Plan. There will be an opportunity for public comment Tuesday, September 19th in Emeryville, at the Holiday Inn, and will be accepted through October 23rd. Members may send comments to Tracey or to the CDC directly.

NMAC has put out a series of Public Policy papers on African Americans, Latinos, and Asians-Pacific Islanders. They are available from their web-site; HPPC members without web access can contact Betty who will download and make copies.

The AIDS Office will offer training sessions on Data and Statistics on October 3rd for people who are not comfortable with statistics; this will be a real training session. Please call Tracey and RSVP if you plan on attending. SFDPH suggests that interested HPPC members may attend the SFDPH Bridging the Gap conference in SF; there is also a call for abstracts for this conference.

Edd Lee feels that the HPPC meetings should be in the evenings and weekends to allow more inclusiveness. Bill Barnes said that the HPPC should methodically consider HIV prevention strategies and he doesn't want to get caught up in the topic du jour.

Jeff Klausner, Director of STD Prevention and Control briefly presented on rectal gonorrhea data. There will be a full presentation on next month's agenda with time for discussion. Jeff briefly explained how changes in testing and screening of a particular disease could effect an increase or decrease in rates that might not be due to a change in the actual disease, just additional (or less) screening. In response to a question, Jeff noted that rectal gonorrhea was identified as a prevention indicator in 1997 as a part of an AIDS Office project because rectal gonorrhea rates indicate unprotected anal intercourse.

Maria reported that in December she will be leaving the HPPC after four years. She would like the new community co-chair to be elected as soon as possible (November) to allow for transition time. Sister asked whether members must be voting members for six months before they run for co-chair. The bylaws indicate that individuals must be voting members for six months before they can be elected as Community Co-Chair. It was noted that Michael Discepola has a full year from January 2000 left on his term.

Steven gave an update on the 11-point plan, the SFDPH Call to Action, which has been forwarded, to the HPPC to consider in its deliberations. He reported on the meeting held for HPPC members to discuss the 11-Point Plan. Bill Barnes said that the 11-Point Plan is addressed towards MSM and not other behavioral risk populations and asked if that had been relayed to the DPH. Al noted that he felt the 11-Point Plan discussion was interesting and was disappointed that there was not more HPPC member attendance. Steven said he would write up the notes from that meeting for the HPPC.

Rev. Flunder would like the HPPC to invite Dr. Katz to present the 11-Point Plan to the HPPC. [Note: Dr. Katz is scheduled to come to the October 12th HPPC meeting.

REPORTS FROM COMMITTEES

Membership

Janetta reported for the committee, LaMildred MacAbee was accepted as a community member, there was a discussion of issues of cultural competency and inclusion. It was

requested that all information for Ed Gallagher should be sent via e-mail only. The name "mentorship program" was changed to "member resource person". The last New Member Orientation Session was well attended.

Priority Setting
Marcos reported that Priority Setting is now working on emerging populations (step 3), identifying sub-populations by prevalence is complete (step 2). The committee is discussing how to better include community input in the priority setting process. People in the community are the experts and can provide the HPPC with important information.

People of Color (POC) Working Group
Rev. Yvette Flunder reported that the first meeting was wonderful with active and vocal participation. Major concerns of POC members were explored. The POC encourages people of color to come and be a part of the working group. Rev. Flunder attended the AIDS conference in South Africa, she wants to share South Africa's 5-year plan and South African herbal therapies that have been developed because of limited to access to western medicine. South African president Mbeki's remarks were talked about at length there and she would like to present it for HPPC discussion. Concerns were voiced that non-people of color will not have access to information discussed at the POC meetings. Non-people of color would like to be able to use information and items discussed with the communities of color that they work with. Gigi will give POC minutes to Betty for distribution to all who are interested.

Strategic Evaluation
Sister reported that the committee is now working on formative evaluation and thus planning the needs assessment. As part of this effort a questionnaire about the needs assessment is circulating to HPPC members. He reported that the SFDPH held a provider forum to discuss the new CDC evaluation requirements. Providers seemed okay with the new CDC requirements that will go into effect in 2002. The tools will be based on intervention types and not programs. Strategic Evaluation will meet September 20th at 3 p.m.

Epidemiology Working Group
Michael DeMayo reported, the group met last week and drew the final outline for the chapter. Harder+Co. will complete the final section and forward it to the working group. There is no Epi meeting in October and the final document will be presented to the Council for approval at the end of year.

Break and reconvened at 4:35 p.m.

LETTER OF CONCURRENCE FOR COOPERATIVE AGREEMENT APPLICATION
Michael Discepola introduced this agenda item by explaining that the Steering Committee had discussed and reviewed the application at three meetings and recommended that the HPPC authorize a letter of concurrence with the application. He

explained that a letter of concurrence indicates that the Council believes that the application reflects the priority populations and interventions in the HIV Prevention Plan. It was stressed that approval or non-approval of the Letter of Concurrence will not affect CDC funding to the city of San Francisco. The Letter of Concurrence states that activities carried out under the Cooperative Agreement reflect the HIV Prevention Plan.

Brian Dobrow explained that minor changes had been made to the application since they received the draft.
These included:
Table on p.28 showing the listing of contracts for HERR had been incomplete. An amount for $120,000 was added as "To Be Determined." This had been a contract to provide interventions for methamphetamines that had been discontinued. This increases the total by $120,000.
Grammar and punctuation have been corrected.
Summary budget is a modification of the budget sent out on August 10TH, this budget is more reflective of the $9,533,084 total budget.

HPPC Member Questions, Answers, and Comments:
Bill asked if the additional $120,000 funded to New Leaf is part of the $403,000-year 2000 supplemental funds. Steven answered that it is not.

Jo Ellen Fisher said she could not figure out how much money is being spent on any particular population. Tracey responded that agencies do not split out their clients by BRP thus making it difficult to determine how much is spent on individual BRPs. Gaps in the resource inventory do not allow that data to be accessed.

Maria asked what is included in the community-planning category. Tracey answered that this includes portions of salaries of HPS staff, the contract for providing logistics, technical support, and process evaluation, travel for the Co-Chairs, and other administrative costs to support community planning.

Michael- pg. 2 correction-Gay Urban Men's Study.

Jo Ellen Fisher stated her reading of the budget is that 50% of funding goes for DPH administrative costs. Tracey responded 25% goes to Administration and 64% goes to CBOs and MOUs for programs (out of 9.4 million). Jo Ellen responded that "given all that is spent on administrative costs how come we don't know how much is being spent on each BRP?" Tracey clarified that contractors describe their target populations by gender, ethnicity, and sexual orientation and not by separate BRPs in DPH contracts.

Sister took issue that the DPH doesn't have "good guesstimates." He wondered why we don't have a better indication of where the money is being spent.

Bill voiced concerns that the 11-Point Plan on p.29 should not be included in the application, as it is not reflective of the HIV Prevention Plan.

Maria stated that she doesn't want people to feel pressured to vote for a letter of concurrence and that it will not change funding if the HPPC does not concur. If there is no concurrence the CDC will send a mediator to bring the community and the DPH together. She instructed HPPC members to vote their conscience and if the letter of concurrence does not pass it does not.

Sister stated that he was never notified about the 11-Point Plan and there was no input from community members on this plan. He thinks there are some valuable items in the 11-Point Plan but feels the HPPC has not had input into the process. It does not feel right to him and he cannot articulate it but he feels it is being rushed through. He stated he can not concur with it.

John Blake West said he would like to hear a promise from Steven that the mechanisms in the contract process will be changed to allow the DPH to determine funding levels by BRP but that the HPPC must go forward.

M. Discepola feels that there have been many meetings and opportunities for HPPC members to have input into this plan. The Steering Committee has made a motion to recommend concurrence.

Steve Gibson noted that on p.15 it says the HPPC will conduct focus groups. He suggests that the HPPC get this information from CBOs that are already conducting them. Steven Tierney said that the HPPC will work with all resources to gather information and will not conduct focus groups itself.

Al feels the 11-Point Plan should be an addendum to the Cooperative Agreement. He doesn't feel that it is appropriate that it be included with the other work.

Al made a motion that the 11-Point Plan be removed from the application and added as an addendum and that all reference to it is taken out of the application. Sister seconded.
In Favor-16 Opposed-5- Abstentions-1
Vote Item #1- Motion Passes

Bill Barnes listed these items of contention:
- P12 and 13 no gender specific breakdown, no rate data, doesn't accurately reflect burden of disease by ethnicity.
- Unified School District does not have a representative on the HPPC, this needs to happen.

Bill made a motion to change the objective on p. 39 to increase training of case managers on PCM from 75% to 100%.
In Favor- 4 Opposed-16 Abstentions-1
Vote Item #2- Motion Fails

Janetta said she wants to include more information on transgender issues and focus on specific interventions that are effective with transgender populations. It was noted that DPH is committed to adding this language but priorities and strategies can't be changed at this time.

A vote for the Steering Committee motion was called, that the HPPC authorize a Letter of Concurrence to the Cooperative Agreement Application for CY2001.
In Favor-14 Opposed-4 Abstentions-4
Vote Item #3- Motion Passes

Edd Lee voiced concern about the rushed nature of the vote and wants more planning and thought for the next letter of concurrence process. Maria talked about the structure of HPPC and the need for a retreat to help with the functioning of the group.

BYLAWS REVISIONS
Dara Coan introduced this item by explaining that the Steering Committee had passed a motion recommending to the HPPC that it adopt the revised bylaws and three policies.

A friendly amendment was made to Motion#1 re:item on p.5 of the Bylaws. "All meetings of HPPC are open to the public." It was noted that HPPC is waiting for a legal opinion on whether committee meetings fall under the Sunshine Ordinance/Prop G. Sister made a friendly amendment to take that portion out pending legal counsel. It was accepted.

Motion #1: To Accept Bylaws (Needs a 2/3's vote)
In Favor-16 Opposed-0 Abstentions-4
Vote Item #4- Motions Passes

Bill made an amendment to Motion #2 to strike the 48-month term limits on membership but maintain the limits on Co-Chairs.
In Favor-9 Opposed-6 Abstentions-5
Vote Item #5- Passed

Motion #2: To accept policies on Attendance, Member Dismissal, and Resignations
In Favor-19 Opposed-0 Abstentions-2
Vote Item #6- Passed

Maria thanked the members for their thoughtful participation and said that the October agenda would include a discussion of the process for nominations for the new Community Co-Chair.

Adjourn at 5:55 p.m.

Minutes prepared by Carol McGruder of Polaris, Research and Development.
Minutes reviewed by Michael Discepola, Community Co-chair, and Tracey Packer, DPH, AO.

Attachments:

September 14, HPPC Agenda
2000 HPPC Council and Committees Meeting Calendar
POC Meeting Announcement
Harm Reduction Research, Policy, and Practice (conference notification)
Announcement - Meeting on Data
Needs Assessment Questionnaire
Letter of Non-Support of Cooperative Agreement from Jo Elle Fisher
Co-Chairs' Report/Director's Report (September 14, 2000)
SFDPH HIV Prevention Budget Summary
Final Draft of the Cooperative Agreement Application
Draft- Attendance, Leave of Absence, and Member Dismissal
Draft- Member Dismissal and Resignation
HPPC Member Job Description
Public Comment Policy
Who Is Affected by Changes to Bylaws
HPPC BYLAWS

HPPC Votes	September 14, 2000
Motion: Passed	Accept Minutes of August 10th, 2000
Marcos Banales	Yes
Bill Barnes	Yes
Teresa Betancourt	Absent
Erick Brown	Absent
Carla Clynes	Absent
Al Cunningham	Yes
Michael Discepola	Yes
Lyn Fischer	Yes
Jo Ellen Fisher	Opposed
Yvette Flunder	Yes
Ed Gallagher	Yes
Kimberly Gallant	Absent
Steve Gibson	Yes
Robert Gomez	Yes
Sister M. MaeHimm	No
Janetta Johnson	Yes
Jason Kitching	Absent
Edd Lee	Yes
Mazdak Mazarei	Yes
Willi McFarland	Absent
John Newmeyer	Absent
Jorge Ortiz	Absent
Maria Rinaldi	No
River Simms	Absent
Gwen Smith	Yes
Steven Tierney	Yes
Martha Ugarte Ortiz	Yes
John Blake West	Yes
Rheena Yangson	Yes
Tae-Wol Stanley	No

HPPC Votes September 14, 2000

Motion: Passed	Accept Minutes of July 13th, 2000
Marcos Banales	Yes
Bill Barnes	Yes
Teresa Betancourt	Absent
Erick Brown	Absent
Carla Clynes	Absent
Al Cunningham	Abstain
Michael Discepola	Abstain
Lyn Fischer	Yes
Jo Ellen Fisher	Opposed
Yvette Flunder	Abstain
Ed Gallagher	Yes
Kimberly Gallant	Absent
Steve Gibson	Yes
Robert Gomez	Yes
Sister M. MaeHimm	Yes
Janetta Johnson	Yes
Jason Kitching	Absent
Edd Lee	Yes
Mazdak Mazarei	Yes
Willi McFarland	Absent
John Newmeyer	Absent
Jorge Ortiz	Absent
Maria Rinaldi	Yes
River Simms	Absent
Gwen Smith	Yes
Steven Tierney	Yes
Martha Ugarte Ortiz	Yes
John Blake West	Yes
Rheena Yangson	Yes
Tae-Wol Stanley	Yes

HPPC Votes September 14, 2000

Motion: Failed	Increase the number of PCM trained from 75% to 100% (re:pp 39 PCM objective C-Cooperative Agreement)
Marcos Banales	No
Bill Barnes	Yes
Teresa Betancourt	Not Present
Erick Brown	Not Present
Carla Clynes	Not Present
Al Cunningham	No
Michael Discepola	No
Lyn Fischer	No
Jo Ellen Fischer	Yes
Yvette Flunder	Not Present
Ed Gallagher	No
Kimberly Gallant	Not present
Steve Gibson	No
Robert Gomez	No
Sister M. MaeHimm	Yes
Janetta Johnson	Abstain
Jason Kitching	Absent
Edd Lee	No
Mazdak Mazarei	No
Willi McFarland	Absent
John Newmeyer	Absent
Jorge Ortiz	Absent
Maria Rinaldi	No
River Simms	Not Present
Gwen Smith	Yes
Steven Tierney	No
Martha Ugarte Ortiz	No
John Blake West	No
Tae-Wol Stanley	No
Rheena Yangson	No

HPPC Votes September 14, 2000

Motion: Passed	Remove all references to the 11-Point Plan from the application and place them in an addendum to the plan.
Marcos Banales	Yes
Bill Barnes	Abstain
Teresa Betancourt	Absent
Erick Brown	Absent
Carla Clynes	Absent
Al Cunningham	Yes
Michael Discepola	Yes
Lyn Fischer	Yes
Jo Ellen Fisher	Opposed
Yvette Flunder	Absent
Ed Gallagher	Yes
Kimberly Gallant	Absent
Steve Gibson	Opposed
Robert Gomez	Yes
Sister M. MaeHimm	Yes
Janetta Johnson	Yes
Jason Kitching	Absent
Edd Lee	Yes
Mazdak Mazarei	Yes
Willi McFarland	Absent
John Newmeyer	Absent
J. Collin Partridge	Yes
Jorge Ortiz	Absent
Maria Rinaldi	Yes
River Simms	No
Gwen Smith	Yes
Steven Tierney	Yes
Martha Ugarte Ortiz	Yes
John Blake West	No
Rheena Yangson	Yes
Tae-Wol Stanley	No

HPPC Votes September 14, 2000

Motion: Passed	HPPC authorize a Letter of Concurrence to the Cooperative Agreement Application for CY2001
Marcos Banales	Yes
Bill Barnes	No
Teresa Betancourt	Absent
Erick Brown	Absent
Carla Clynes	Absent
Al Cunningham	Yes
Michael Discepola	Yes
Lyn Fischer	Abstain
Jo Ellen Fisher	Opposed
Yvette Flunder	Absent
Ed Gallagher	Yes
Kimberly Gallant	Absent
Steve Gibson	Yes
Robert Gomez	Yes
Sister M. MaeHimm	No
Janetta Johnson	Abstain
Jason Kitching	Absent
Edd Lee	Yes
Mazdak Mazarei	Yes
Willi McFarland	Absent
John Newmeyer	Absent
J. Collin Partridge	Yes
Jorge Ortiz	Absent
Maria Rinaldi	Yes
River Simms	No
Gwen Smith	Abstain
Steven Tierney	Yes
Martha Ugarte Ortiz	Yes
John Blake West	Yes
Rheena Yangson	No
Tae-Wol Stanley	Yes

HPPC Votes September 14, 2000

Motion: Passed	Motion #1 to accept Bylaws
Marcos Banales	Abstain
Bill Barnes	Yes
Teresa Betancourt	Absent
Erick Brown	Absent
Carla Clynes	Absent
Al Cunningham	Yes
Michael Discepola	Yes
Lyn Fischer	Abstain
Jo Ellen Fisher	Yes
Yvette Flunder	Absent
Ed Gallagher	Abstain
Kimberly Gallant	Absent
Steve Gibson	Abstain
Robert Gomez	Absent
Sister M. MaeHimm	Yes
Janetta Johnson	Absent
Jason Kitching	Absent
Edd Lee	Yes
Mazdak Mazarei	Yes
Willi McFarland	Absent
John Newmeyer	Absent
J. Collin Partridge	Yes
Jorge Ortiz	Absent
Maria Rinaldi	Yes
River Simms	Yes
Gwen Smith	Yes
Steven Tierney	Yes
Martha Ugarte Ortiz	Yes
John Blake West	Yes
Rheena Yangson	Yes
Tae-Wol Stanley	Yes

HPPC Votes September 14, 2000

Motion: Passed	Amendment to Bylaws (motion#1), Strike 48 month term limit for HPPC members.
Marcos Banales	Abstain
Bill Barnes	Yes
Teresa Betancourt	Absent
Erick Brown	Absent
Carla Clynes	Absent
Al Cunningham	No
Michael Discepola	No
Lyn Fischer	Abstain
Jo Ellen Fisher	Yes
Yvette Flunder	Absent
Ed Gallagher	Abstain
Kimberly Gallant	Absent
Steve Gibson	Abstain
Robert Gomez	Absent
Sister M. MaeHimm	Yes
Janetta Johnson	Absent
Jason Kitching	Absent
Edd Lee	Abstain
Mazdak Mazarei	Yes
Willi McFarland	Absent
John Newmeyer	Absent
J. Collin Partridge	Yes
Jorge Ortiz	Absent
Maria Rinaldi	Yes
River Simms	Yes
Gwen Smith	No
Steven Tierney	No
Martha Ugarte Ortiz	Yes
John Blake West	No
Rheena Yangson	No
Tae-Wol Stanley	Yes

HPPC Votes September 14, 2000

Motion: Passed	Motion #2 to accept Attendance, Member Dismissal, and Resignation Policy
Marcos Banales	Yes
Bill Barnes	Yes
Teresa Betancourt	Absent
Erick Brown	Absent
Carla Clynes	Absent
Al Cunningham	Yes
Michael Discepola	Yes
Lyn Fischer	Yes
Jo Ellen Fisher	Yes
Yvette Flunder	Absent
Ed Gallagher	Yes
Kimberly Gallant	Absent
Steve Gibson	Abstain
Robert Gomez	Yes
Sister M. MaeHimm	Yes
Janetta Johnson	Absent
Jason Kitching	Absent
Edd Lee	Yes
Mazdak Mazarei	Yes
Willi McFarland	Absent
John Newmeyer	Absent
J. Collin Partridge	Yes
Jorge Ortiz	Absent
Maria Rinaldi	Abstain
River Simms	Yes
Gwen Smith	Yes
Steven Tierney	Yes
Martha Ugarte Ortiz	Yes
John Blake West	Yes
Rheena Yangson	Yes
Tae-Wol Stanley	Yes

HIV Prevention Planning Council Meeting
Thursday, October 12, 2000
Mayor's Conference Room (201) at City Hall
Van Ness at Grove, San Francisco

DOCUMENTS DEPT

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Agenda

Meeting called by Co-Chairs: Michael Discepola, Maria Rinaldi, and Steven Tierney

3:00 pm	**Food, Welcome, Introductions, Announcements**	**Steven Tierney**
3:15 pm	**Review and Approval of Minutes of September 14** ***VOTE***	**Steven Tierney**
3:20 pm	**General Public Comment**	**Steven Tierney**
3:30 pm	**Member Response to Public Comment (as necessary)**	**Steven Tierney**
3:35 pm	**New Business: Member Input to the Parking Lot** HPPC members can suggest topics for the HPPC to discuss on future agendas. Members vote to add items to the Parking Lot. ***POSSIBLE VOTE*** *Note: This agenda item relates to role #6 of community planning groups in the CDC Guidance, "Identify the technical assistance needs of the community planning group and community-based providers in the areas of planning, implementation, and evaluating prevention interventions."*	**Steven Tierney**
3:45 pm	**HPPC Co-Chairs/Steering Committee Report** The Community Co-Chairs and the HIV Prevention Director will provide written reports of their activities, those of the Steering Committee, and those of the HIV Prevention Section. ***POSSIBLE VOTE*** *Note: This agenda item relates to CDC role #11, "Attend to the HPPC process and business issues necessary to ensure an efficient and effective Council."*	**Steven Tierney**
4:00 pm	**Motion to Join the Urban Coalition for HIV/AIDS Prevention Services (UCHAPS)** ***VOTE*** San Francisco is one of six cities/counties in the U.S. that make up UCHAPS. SF has been participating in UCHAPS meetings developing a national urban agenda for HIV prevention. Michael Discepola, SF's Steering Committee representative to UCHAPS, will give a report on recent meetings and ask HPPC to vote whether to continue its participation with UCHAPS. *Note: This agenda item relates to CDC role #11, "Attend to the HPPC process and business issues necessary to ensure an efficient and effective Council."*	**Michael Discepola**
4:10 pm	**Sexually Transmitted Diseases and Their Relationship to HIV Prevention** Dr. Klausner will present data collected on STDs in San Francisco and will discuss what STD data may tell us about HIV and how it informs HIV prevention efforts. *Note: This agenda item relates to CDC role #3, "Carefully review available epidemiologic, evaluation, behavioral and social science, cost and cost-effectiveness, needs assessment, and resource inventory data and other information required to identify and prioritize HIV prevention needs."*	**Dr. Jeff Klausner, Director of STD Prevention and Control**

4:45 pm	**BREAK**	
5:00 pm	**AIDS Office Organization** It was announced in September that Jimmy Loyce was appointed Director of the AIDS Office, and that the six sections of the AIDS Office would once again be reunited less than one director. Jimmy will explain the reorganization to the HPPC and answer questions. *Note: This agenda item relates to CDC role #11, "Attend to the HPPC process and business issues necessary to ensure an efficient and effective Council* (added by San Francisco HPPC)*"*	**James Loyce, Deputy Director of Health for AIDS Programs.**
5:10 pm	**11-Point Action Plan** Dr. Katz will talk about the development of the 11-Point Action Plan for HIV Prevention in San Francisco. *Note: This agenda item relates to CDC role #11, "Attend to the HPPC process and business issues necessary to ensure an efficient and effective Council* (added by San Francisco HPPC)*."*	**Dr Mitch Katz, Director, SFDPH**
5:50 pm	**General Public Comment**	**Steven Tierney**
6:00 pm	**Closure and Evaluation**	

Note: All meetings are open to the public and are held in handicapped accessible facilities. Allotted time periods for agenda items are approximate and may require adjustments.

UPCOMING MEETINGS: HPPC Meeting - Thursday, **November 9**, 3pm-6pm, Location TBA

Know your rights under the Sunshine Ordinance: Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the city and county exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

HIV PREVENTION PLANNING COUNCIL
Minutes of Meeting
October 12, 2000

The next HPPC meeting will be held on Thursday, November 9, 2000, 3:00 – 6:00 p.m.
Location to be announced.

Members Present:
Sister Marymae Himm
Mazdak Mazarei
Janetta Johnson
Michael Discepola
Al Cunningham
Lyn Fischer
Maria Rinaldi
John Newmeyer
Rheena Yangson
John Blake West
Steven Tierney
Martha Ugarte-Ortiz
Teresa Betancourt
Erick Brown
Jo Ellen Fisher
Tae-Wol Stanley
Ed Gallagher
Michael Meehan
Gwen Smith

Members Absent:
J. Colin Partridge
Jorge Ortiz
Father River Simms
Nancy Pollard
Deborah Oliver-Wilson
Edd Lee
Bill Barnes
Rev. Yvette Flunder
Kimberly Gallant
Carla Clynes (on leave)
Steve Gibson
Robert Gomez
Willi McFarland

MGT Group:
Monika Hudson (facilitator)

Parliamentarian:
Evelyn Wilson

Polaris R&D, Inc.
Amani Flood (recorder)
Rona Esquieres
Jazzmenda McCoy

Guests:
Michael Petrelis
David Pasquarelli
Tate Swindell
Hank Wilson
Bill Fitzgerald
Terry Beswick
Jeff Klausner
Gwen Hammer
Reid Condit
Maggie Sullivan
Beth Freedman

Process Evaluation Team:
Kevin Roe
Kathleen Roe

Harder + Co.:
Dara Coan

DPH/HPS Office Staff
Gigi Gregory
Betty Chan Lew
John Pabustan
Tracey Packer

The meeting convened at 3:07 p.m.

Food, Welcome, Introductions, Announcements
The meeting was chaired by Steven Tierney. Members introduced themselves. Steven announced that Jason Kitching will not be able to continue with the HPPC, resulting in an additional vacancy on the Council.

Review and Approval of Minutes of September 14
A motion was made to accept the minutes of the meeting held on September 14, 2000. There being no objections, the minutes were approved by consensus.

General Public Comment
Dave Pasquerelli spoke about what he sees as the health dangers of HIV/AIDS drugs, and about what he believes is the lack of credibility of HIV/AIDS workers, many employees of the DPH AIDS Office, and many members of the HPPC because they support the use of toxic drugs.

Michael Petrilis wants to have the monthly STD reports distributed at these meetings, as well as the annual AIDS statistical reports, and other information pertaining to the statistical data on HIV/AIDS.

Tate Swindell spoke about the current AIDS tests and the various circumstances which can cause persons to test false positive. He wants improved training for persons administering the HIV/AIDS test and others whose work involves HIV/AIDS testing.

Response to Public Comment
Mazdak agrees that he would like to become more informed about HIV/AIDS testing, particularly what circumstances can result in a false positive test.

Al Cunningham expressed concern about the repetitive nature of the comments by ACT-UP. He stated his concern that although they say that the HIV epidemic is decreasing among MSM, they do not address the issues of people of color, where HIV infections are disproportionate to the population size.

Michael Meehan expressed his frustration that members of the public continue to use personal attacks, which prevents him from listening to their concerns.

New Business
Mazdak made a motion to add a discussion on AIDS testing and counseling training, including things that cross-react and cause false results, to an upcoming agenda. The motion received a second and there being no objections, the suggestion will go to the Steering Committee Parking Lot.

HPPC Co-Chairs / Steering Committee Report
There will be two roundtable discussions on HPPC restructuring ideas, the first on October 26th from 4 p.m. to 7 p.m., and the second on October 27th from 12 p.m. – 2 p.m. A handout was distributed. Attendance at the roundtable is not mandatory, and you may participate on either day. You do not need to attend both days; the scheduling is an attempt to make meetings accessible at alternative hours.

Steven distributed the HIV Prevention Section (HPS) statement to prevention providers about Nonoxynol-9 and Helene Gayle's letter regarding the CDC study on Nonoxynol 9 lubricants in condoms.

Steven noted that the Institute of Medicine has produced an evaluation of HIV prevention, "No Time to Lose: Getting More from HIV Prevention." Anyone wishing to submit a response to this evaluation can contact Steven or Tracey for guidance. The document can be found at the website for the National Academies of Science.

The Consensus Meeting date has not yet been set. Scheduled for end of November, DPH staff are working to ensure that the needed data is available before the meeting is scheduled, i.e. the breakdown of statistics age, and by race and ethnicity.

Maria reminded everyone that anyone wishing to apply for the position of HPPC Community Co-chair should do so right away. To enter your name as a nominee, please submit a letter of intent to the HPS staff by December 1, 2000. The election will be held in January 2001 for a term starting February 2001.

Committee Reports
All of the committee reports are now in writing, and are attached t the Co-Chairs' Report.

Motion to Join UCHAPS
Michael Discepola reported on UCHAPS. The motion currently on the floor from previous meetings is for the Council to agree to participate in UCHAPS with the understanding that no CDC funds will be used to support membership fees. Michael said that previously UCHAPS has not had a sufficient infrastructure to enable members to communicate with other members, to disseminate minutes of meetings, etc. That situation has now been rectified by additional CDC funding through NASTAD (National Alliance of State and Territorial AIDS/HIV Directors), and UCHAPS has begun to develop its action plan.

The UCHAPS background and its urban agenda objectives were displayed using overheads, and read aloud for the benefit of all members. The objectives are:
1. Define the term "Urban Agenda"
2. Prepare a profile of the HIV/AIDS epidemic in the six target cities
3. Develop a summary of HIV prevention plans and programs
4. Report and educate on the impact of community planning
5. Develop an action plan to lobby for increased HIV/AIDS funding

The motion to join UCHAPS received a second. By roll call vote the motion passed unanimously, with there being no objections or abstentions.

UCHAPS requires two community representatives. Steven called for volunteers to represent San Francisco at UCHAPS. There being no volunteers, Steven proposed that Michael Discepola continue his interim representation and members who may be interested in becoming the official UCHAPS liaison should speak with Michael or Maria to learn more about what that would entail. There being no objections, the election of new UCHAPS representatives was duly tabled until next month's meeting.

STDs and their Relationship to HIV Prevention
Dr. Jeff Klausner, Director of STD Prevention and Control for the San Francisco DPH, reported on STDs and HIV prevention. His colleague, Dr. Gwen Hammer, reported on Shigella, a bacterial infection which is the result of oral contact with human feces. In

September 2000, the DPH identified what it characterized as an outbreak* of the disease in San Francisco (*a sharp increase from a baseline showing the number of cases reported). The DPH reacted to the outbreak with several interventions including flyers and a public awareness campaign. In addition, interviews are currently being conducted in the community to try and determine what behaviors caused the increase. Dr. Hammer confirmed that Shigella testing was not increased during the time of the peaks, and therefore could not be the cause of the increase in cases.

As part of his report, Dr. Klausner distributed a handout called STDs 2000 and explained the epidemiology of sexually transmitted diseases. He described a model for assessing transmission rates. The handout is attached for those absent.

AIDS Office Organization
James Loyce, the new Deputy Director of Health for HIV/AIDS Programs, spoke about his appointment. He stated that his first order of business is to get the office organized to better share information within the office and with the larger community. Mr. Loyce reports directly to Mitch Katz. Mr. Loyce explained the current organization of HIV/AIDS services and his plans for its future reorganization. Members had the opportunity to ask questions.

General Public Comment
David Pasquerelli and Tate Swindell commented to Dr. Klausner that they have concerns about his data collection methods and messages communicated by STD Prevention and Control about the gay community.

11-Point Action Plan by Mitch Katz
Dr. Mitch Katz, Director of Health, came to the Council after his clinical practice at SF General. Dr. Katz talked about his goals in the appointment of Jimmy Loyce as the Director of the AIDS Office. He explained that he wants to ensure that there are adequate support services for people who are HIV positive and negative. His goal is to reunite these services under one umbrella. He sees his role as forming policies that enable the various departments involved in HIV prevention to work cohesively. Then he turned to the 11-Point Plan.

Members were asked to comment and ask questions. Some comments were that the plan is too vague, unclear as to who is responsible for the recommendations. Some members expressed disappointment that the plan was announced to the community and to the press without the inclusion or sanction of the HPPC. They wanted to know how Dr. Katz prioritizes the input of the HPPC. Another criticism of the 11-Point Action Plan is that it addresses only the MSM population. Janetta and Jo Ellen expressed frustration that transgenders are not addressed separately from MSMs. They called for better data collection on the transgendered community.

Dr. Katz responded that he feels justified in making decisions for the DPH with respect to HIV/AIDS prevention as it is within his purview to do so. He acknowledged that the Action Plan is specific to a certain population, and believes that other plans need to be developed for other populations. He wants to work with the HPPC and wants members to critique the plan for its substance.

Closure and Evaluation
Steven said that his sense is that the meeting ran smoothly and thanked the members for their participation.

The meeting adjourned at 6:10 p.m.

Minutes prepared by Amani Flood, Polaris Research & Development.
Minutes reviewed by Michael Discepola and Tracey Packer.

Attachments for those absent:

- *Agenda*
- *No Time To Lose*
- *The 11 Point Action Plan*
- *Come to a Forum on Mocrobicides and HIV Prevention!*
- *New Visions of Community Planning*
- *Co-Chairs/Director's Report*
- *letter from Helene Gayle*
- *Letter to HIV Prevention providers re n-9*
- *STDs 2000*

The next HPPC meeting will be held on Thursday, November 9, 2000, 3:00 to 6:00 p.m. Location to be announced.

HIV PREVENTION PLANNING COUNCIL
Minutes of Meeting
November 9, 2000

The next HPPC meeting will be held on Thursday, December 14, 2000
from 3:00 – 6:00 p.m.
Location to be announced.

Members Present:
Sister Marymae Himm
Mazdak Mazarei
Steve Gibson
Michael Discepola
Al Cunningham
Lyn Fischer
Maria Rinaldi
Edd Lee
Rheena Yangson
John Blake West
Deborah Oliver-Wilson
Martha Ugarte-Ortiz
Teresa Betancourt
Willi McFarland
Jo Ellen Fisher
Tae-Wol Stanley
Ed Gallagher
Michael Meehan
Robert Gomez
J. Colin Partridge
Rev. Yvette Flunder

Members Absent:
Janetta Johnson
Jorge Ortiz
Father River Simms
Nancy Pollard
Erick Brown
Steven Tierney
Bill Barnes
John Newmeyer
Kimberly Gallant
Carla Clynes (on leave)
Gwen Smith

MGT Group:
Sharifa Wilson (facilitator)

Parliamentarian:
Evelyn Wilson

Polaris R&D, Inc.
Rona Esquieres (recorder)

Guests:
Tate Swindell
James Morris
Danielle Ducaine
Ronnie Ashley (Chata)
Michael Shriver

Process Evaluation Team:
Kevin Roe

Harder + Co.:
Dara Coan
Michael DeMayo

DPH/HPS Office Staff
Gigi Gregory
Tracey Packer
Lisa Reyes

The meeting convened at 3:12 p.m. with Michael Discepola acting as chair.

Food, Welcome, Introductions, Announcements
Sister MaryMae Himm announced that the Sisters of Perpetual Indulgence's $750 grant is currently available for any small projects that are in need of funding. Anyone interested should contact him. Willi McFarland announced that this would be his last meeting as a council member (his term ends 12/00 and will be out of town 12/14) but will continue to participate at committee meetings. He briefly updated the committee on a study that is in progress to improve ways in which data is brought to the community. The project received funding from the CDC and was supported by the HPPC council last year. Willi invited members to give their input by completing the survey that was mailed to them or to visit the online version on the HPPC website. Kevin Roe said that he is looking forward to interviewing council members beginning in December and introduced Shannon Bank, a member of the interviewing team.

Review and Approval of Minutes of October 12.

A motion was made to accept the minutes of the meeting held on October 12, 2000. There being no objections, the minutes were approved by consensus.

General Public Comment
No request for public comment

New Business/Member Input to the Parking Lot
Lyn Fisher made a motion to add a discussion on HIV counseling and testing to the Parking Lot. Presently, there is an item regarding protocols for HIV testing in the Parking Lot. With no objections heard, the motion was carried and the suggestion will go to the Council Parking Lot. Ed Gallagher asked if a singular spokesperson involved with both the HPPC and the DPH could be appointed to represent the council for the media. Colin Partridge commented that it would help to have 3 representatives from the council, separate committees and the DPH as a model for the media response unit, so voices could be heard without suppressing any opinions. Michael Discepola responded that the co-chairs have been discussing the appointment of a rapid response team for the media and it was proposed that this matter be discussed at Steering Committee, with recommendations brought back to the full council. The suggestion was accepted with no objections so the item will be added to the Steering Committee agenda.

Al Cunningham expressed interest in hearing the report back from the Mission Neighborhood Health Center trip to South Africa. There was discussion as to the relevance of this subject to the council and how it could be incorporated into the agenda for a future council meeting. Some members questioned if it related to the purview of the council. Teresa Betancourt said that the project does relate to HIV prevention, specifically in youth and it would be important to acknowledge the young people for their participation. Al Cunningham felt that it would be a good opportunity for the council to gain a global perspective and learn how it impacted the youth that were involved in the process. A motion was made and carried to add this item to the Parking Lot. The Parking Lot is currently full for the rest of the year but there could be time allotted for a brief presentation. Teresa will provide information in writing should anyone need more information.

HPPC Co-Chairs / Steering Committee Report
A written report detailing the activities of the Co-Chairs, Steering Committee and the HIV Prevention Section was presented and reviewed by Michael Discepola. It was pointed out that the date for the community meeting to develop the 11-point plan was corrected to December 5 from 4:00-6:00 pm. Michael reminded the council that the Forum on Microbicides and HIV Prevention would be on November 14 from 4:00-6:00 pm and strongly encouraged members to attend.

Michael briefly reported on UCHAPS and their plan to write the Urban Agenda, a document detailing the HIV epidemic in the six urban jurisdictions comprising UCHAPS.

Al Cunningham circulated, for those who were interested, the list of recommendations made by the People of Color Working Group to the CDC in response to the Proposed CDC HIV Prevention Plan Through 2005.
The remainder of the Co-Chairs Report contained summaries on the following:
(The handout is attached for those absent.)

- HPPC Planning Meetings
- Membership Committee Report
- People of Color Working Group Report
- Report from the HIV Prevention Section
- Prevention for People Living with HIV/AIDS Project
- Recommendations from the HPPC Vision Planning Meetings held on October 26 and 27

Michael reported back on some key outcomes from the HPPC Planning Retreats that were held on October 26 and 27. He wanted to highlight that members who participated felt that the council in general was doing well and that meeting structure has been reasonable but the council could improve the types of meetings it has within the community, such as having providers come to the table to share experiences and answer questions about the communities they serve. The major theme that came out of this discussion was the idea of having more community type meetings in addition to the regular business meetings of the HPPC. Steven, Maria, and Michael plan to discuss these recommendations and will forward the dialogue to Steering Committee.

Maria reminded everyone that the election for the new community co-chair is coming up. The floor was opened for anyone wishing to speak to the council about their interest in running. Letters of intent and nominations should be submitted to Betty Chan Lew by December 1st. All members are eligible to run except for DPH Staff. The election will be held in January for a term beginning February 1, 2001.

Motion to Elect Two Representatives to UCHAPS
The decision for the Council to participate in UCHAPS was approved at the last Council meeting. UCHAPS requires two community representatives. Al Cunningham and Michael Discepola were called to make their individual statements to the Council as to why they should be appointed to UCHAPS. Al distributed a written statement of interest and stated that his experiences as a writer and public relations person at the national level would be beneficial in helping with UCHAPS developments and that he sees it is as a great opportunity to provide significant leadership and liaison between UCHAPS and the HPPC.

The motion to accept Al as the new UCHAPS representative was called. Al's nomination was accepted unanimously, with there being no objections or abstentions.

Michael Discepola, stating his request to continue his representation for UCHAPS, expressed that he has been participating in UCHAPS meetings for a while and has a good

handle of what they are doing. He feels that UCHAPS has great potential to have a voice on the national level for HIV prevention funding, but is still in the process of getting completely on it's feet and building their infrastructure. He felt that it would benefit UCHAPS to have a Community Co-Chair from the HPPC who has some level of institutional memory to help build the structure of the coalition, and to maintain some consistency. He also felt it would benefit the council to have report backs to both the Full Council and Steering about the activities of UCHAPS. Michael said he would ensure that workload and commitments are managed efficiently for both jobs, so not to hinder his role as the HPPC Community Co-Chair.

The motion to accept Michael's continued appointment with UCHAPS was unopposed, and his re-nomination was approved by consensus.

Epi Working Group Presents Chapter
Michael DeMayo reported that the Epi Working Group has finished the first section out of six in the Epi Chapter. The section that was finished is the introduction to the Chapter and describes San Francisco and it's populations. A copy of the completed section was distributed to members of the Council. The remainder of the Chapter, which include the HIV/AIDS Case Data, Prevalence Data and Co-factors/Behavioral Data, will be presented and distributed to the Full Council in December, and a vote on the entire chapter will take place in January.

Strategic Evaluation Committee Presents Their Plan For Needs Assessment for Approval
On behalf of the Strategic Evaluation Committee, Sister MaryMae Himm and Edd Lee presented the Guideline Recommendations for a Needs Assessment Plan. The guidelines will address populations which were found to have the least amount of research and information available. Sister and Edd stated the list of populations and research methodology that will be recommended to the DPH and displayed overheads to explain how the guidelines were developed by the committee and how the recommendations will be used. Members had the opportunity to ask questions. Should the motion pass, additional comments or suggestions would be noted and brought back to the committee for discussion and incorporation into a future needs assessment cycle plan.

A motion was made for the Council to approve the guidelines for an HIV prevention needs assessment to be conducted in 2001 in the City and County of San Francisco. The motion includes that the Council recognizes that the San Francisco Department of Public Health will select populations and strategies for the needs assessment based on these guidelines but may add populations or modify the research methods based on resources and logistical consideration. The populations that the committee has recommended was broken up into two groups-Highest Priority and High Priority, and were listed for the Council's approval.

Rev. Yvette Flunder voiced concern that sexually active youth of color who do not identify as being gay, bisexual or transgender are not included in this plan. She argued that studies she has read, addressing youth of color, are inadequate and do not address the enormous amount of sexual activity and rising HIV incidence occurring in this population. John West requested that Latino Males Who Have Sex With Males and Females be added to clarify the second clause in the Highest Priority Category. It was clarified that Highest Priority indicated populations with the least amount of data/studies.

Suggestions were duly noted and it was understood that other populations could be incorporated in future recommendations for an ongoing needs assessment cycle. Implementation on recommended populations would be dependent on the time frame and what resources are made available to the Department of Public Health.

Willi McFarland commended the committee for doing an excellent job and said that he strongly agreed with their choices. Jo Ellen thanked the committee for hearing her community.

The question was called on the original motion to approve the guidelines.
By roll call vote, the motion was carried with 20 in favor and 1 abstention.

Acknowledgements went out to committee members who worked diligently to put these guidelines together.

15-Minute Break

The meeting was ahead of schedule and the floor was opened for public comment. Michael Shriver, who is now the AIDS Policy Advisor for the Mayor's Office and also works with UCSF, announced that he would be more involved with the HPPC process as the Mayor's liaison. He reported on the STD campaign and the upcoming Consensus Meeting, to be hosted by the Mayor's Office. He looks forward to working with the HPPC and could be contacted at 415-554-5950.

Ronnie Ashley, Chata, past Community Co-Chair for the HPPC, introduced himself, and commended the community for being here and contributing to the struggle against HIV/AIDS. He said that if there is any blame on this pandemic and increasing infections, it is due to the lack of education and community awareness. He mentioned that the Council had voted a few years ago to conduct a needs assessment regarding gaps in services in the Native American, Latino, African American, and API communities and wondered if it ever took place. He spoke on issues pertaining to people of color and voiced concern that Native Americans currently have the highest rate per 100,000 and youth infections continue to increase. He asked how the Council could move into the millennium and encouraged members not to get caught up with politics but to come together collectively to solve its problems.

Priority Setting Presents Step 3 in the Priority Setting Model
By overhead, two motions were presented to the Council to complete Step 3 of the Priority Setting Model.

Motion # 1: The Priority Setting Committee and the HIV Prevention Section, in partnership with the HPPC, will convene a community forum by the end of March 2001 at which members of the community and providers that serve communities including but not limited to HIV/AIDS prevention and care, mental health, STDs, family planning, substance abuse treatment, housing, and shelters will be invited to present agency-level data in order to highlight high risk populations that did not emerge in the revised Priority Setting Model.

Discussion on the Motion
Yvette expressed concern on the issue of sub-cultures and called for a closer look at the needs of specific communities. Her concern was not so much on the gathering of information but the need to empower people to participate in forums and have a voice to bring information to the table. Jo Ellen said they should go directly to the community and not rely solely on agencies.

Tracey Packer agreed, and explained the importance of talking to providers as another way to get input from the community and gain a better perspective on services, or lack there of. There is still a process to be determined as to how this forum will be implemented.

Vote on Motion #1
By roll call vote, the motion passed with 10 in favor, 2 opposed, and no abstentions.

Motion #2:
The Priority Setting Committee believes that additional risk behaviors relating to men and women who have sex with transgenders are not adequately addressed in the current BRP model. The committee proposes the following revision to the model to ensure proper representation of these additional risk behaviors. By overhead presentation, the BRP model was revised to add males, females, and transgenders who have sex with transgenders into BRP #7 and #8 (See BRP Model Handout).

Vote on Motion #2
The motion was called, and by roll call vote, the motion was approved by consensus.

Presentation of Revised Policies and Procedures
Members received a copy of the new Policy and Procedures Manual via mail or e-mail prior to this meeting. The list of sections that were revised and approved by the committee was displayed on the overhead and read aloud for Council approval.

Michael Discepola stated that the HPPC has not had a Policies and Procedures Manual for a long time and a great deal of work went into this Manual. Policies and Procedures can be changed at will with the consent and approval of this body, once a standard manual is adopted.

A request was made to clarify the Conflict of Interest Policy and therefore it was removed from the vote.

The motion was called, on behalf of the Steering Committee, to request that the HPPC adopt the revised Policies and Procedures Manual. By roll call vote, the motion to adopt the Policies and Procedures Manual passed with all in favor.

With no objections heard, the clarification in the Conflict of Interest Policy was made and the policy approved by consensus. There will be five additional policies that will be presented for a vote at the next council meeting on December 14, 2000.

Closure and Evaluation
Deborah Oliver Wilson announced that the Institute for Community Health Outreach would be hosting an annual Thanksgiving Dinner at Mother Brown for the clients that they serve in the Bay View Hunters Point area. Members are welcome to volunteer their time or donate food. Anyone wishing to help out or come for the dinner should call 922-6135.

Michael Discepola thanked members for their valuable input in today's meeting. Members were pleased that the meeting was very productive and ran smoothly.

Meeting adjourned at 5:41 pm

Minutes prepared by Rona Esquieres, Polaris Research & Development.
Minutes reviewed by Michael Discepola and Tracey Packer.

The next HPPC meeting will be held on Thursday, December 14, 2000, 3:00 to 6:00 p.m.
Location to be announced.

HIV Prevention Planning Council Meeting
Thursday, December 14, 2000
Mayor's Conference Room (201) at City Hall
Van Ness at Grove, San Francisco

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Agenda

Meeting called by Co-Chairs: Michael Discepola, Maria Rinaldi, and Steven Tierney

3:00 pm	**Food, Welcome, Introductions, Announcements**	**Maria Rinaldi**
3:15 pm	**Review and Approval of Minutes of November 9** ***VOTE***	**Maria Rinaldi**
3:20 pm	**General Public Comment**	**Maria Rinaldi**
3:30 pm	**Member Response to Public Comment**	**Maria Rinaldi**
3:35 pm	**New Business: Member Input to the Parking Lot** HPPC members can suggest topics for the HPPC to discuss on future agendas. Members vote to add items to the Parking Lot. ***POSSIBLE VOTE*** *This agenda item relates to role #6 of community planning groups in the CDC Guidance, "Identify the technical assistance needs of the community planning group and community-based providers in the areas of planning, implementation, and evaluating prevention interventions."*	**Maria Rinaldi**
3:45 pm	**HPPC Co-Chairs/Steering Committee Report** The Community Co-Chairs and the HIV Prevention Director will provide written reports of their activities, those of the Steering Committee, and those of the HIV Prevention Section. ***POSSIBLE VOTE*** *This agenda item relates to role #6 of community planning groups in the CDC Guidance, "Identify the technical assistance needs of the community planning group and community-based providers in the areas of planning, implementation, and evaluating prevention interventions."*	**Maria Rinaldi**
4:00 pm	**Epi Working Group Will Distribute Part 2 of the Epi Chapter** Please review for approval at a future Council meeting. *This agenda item relates to CDC role #3 "Carefully review available epidemiologic, evaluation, behavioral and social science, cost and cost-effectiveness, needs assessment, and resource inventory data and other information required to identify and prioritize HIV prevention needs."*	**Epi Working Group**
4:05 pm	**Strategic Evaluation Committee Presents Motion for Ongoing Needs Assessments** ***VOTE*** *This agenda item relates to CDC role #3 "Carefully review available epidemiologic, evaluation, behavioral and social science, cost and cost-effectiveness, needs assessment, and resource inventory data and other information required to identify and prioritize HIV prevention needs."*	**Strategic Evaluation Committee**

4:25 pm	**Vote to Approve Policies on: Job Descriptions for Steering Committee and Committee Chair, Steering Committee Composition and Roles, HPPC Roles and Responsibilities, and HPPC Rapid Response** ***VOTE*** The Steering Committee is recommending to the Council that it approve the policies listed above. This completes the revision of the Policies and Procedures Manual. *This agenda item relates to role #11, "Attend to the HPPC process and business issues necessary to ensure an efficient and effective Council (added by San Francisco HPPC)."*	**Steering Committee**
4:50 pm	**BREAK**	
5:05 pm	**Celebration of the Work of 2000** The Co-Chairs will summarize the goals accomplished in 2000 and talk about plans for 2001. Members will state their interest in participating on committees and other groups for next year and set meeting times. Members will be acknowledged for their work this year. *This agenda item relates to role #8, "Focus primarily on the tasks of planning."*	**All**
5:50 pm	**Closure and Evaluation**	**Maria Rinaldi**
6:00 pm	**Adjourn**	**Maria Rinaldi**

Note: All meetings are open to the public and are held in handicapped accessible facilities. Allotted time periods for agenda items are approximate and may require adjustments.

UPCOMING MEETINGS: HPPC Meeting - Thursday, **January 11, 2001**, 3-6pm, Mayor's Conference Rm

Know your rights under the Sunshine Ordinance: Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils, and other agencies of the city and county exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

PLEASE BRING YOUR 2001 CALENDAR TO THIS MEETING.

HIV PREVENTION PLANNING COUNCIL
Minutes of Meeting
December 14, 2000

The next HPPC meeting will be held on Thursday, January 11, 2001
from 3:00 – 6:00 p.m.
Mayor's Conference Room, City Hall

Members Present:
Sister Marymae Himm
Mazdak Mazarei
Steven Tierney
Michael Discepola
Al Cunningham
Lyn Fischer
Maria Rinaldi
Edd Lee
Rheena Yangson
John Blake West
J. Colin Partridge
Martha Ugarte-Ortiz
Teresa Betancourt
Gwen Smith
Jorge Ortiz
Ed Gallagher
Michael Meehan
Robert Gomez
Erick Brown

Members Absent:
Janetta Johnson
Rev. Yvette Flunder
Father River Sims
Gail Sanabria
Jo Ellen Fisher
Steve Gibson
Bill Barnes
John Newmeyer
Kimberly Gallant
Carla Clynes
Deborah Oliver-Wilson
Tae-Wol Stanley

MGT Group:
Monika Hudson (facilitator)

Parliamentarian:
Evelyn Wilson

Polaris R&D, Inc.
Rona Esquieres (recorder)

Guests:
Michael Shriver
Hank Wilson

Process Evaluation Team:
Kevin Roe
Kathleen Roe

Harder + Co.:
Dara Coan
Michael DeMayo
Purnima Manghnani

DPH/HPS Office Staff
Gigi Gregory
Tracey Packer
Lisa Reyes
Betty Chan-Lew
Elizabeth Davis
Delia Garcia
Eric Dubon

Called to order at 3:10 p.m.

Food, Welcome, Introductions, Announcements
Sister Marymae Himm announced the Sister's of Perpetual Indulgence would be awarding their $27, 000 grant on December 17, 2000 at the Eagle Tavern. Maria Rinaldi announced that the Treasure Island Detox Center has currently nine beds available for women who have AIDS. The number to call is 394-5867.

Interviews by the Process Evaluation Team are currently underway and will be completed by the end of the month. HPPC members who have not been interviewed could sign up for a time or should inform Kevin if they do not wish to participate.

Review and Approval of Minutes of November 9
A motion was made to accept the minutes of the meeting held on November 9, 2000. It was noted that Mission Neighborhood Health Center was incorrectly labeled. With there being no objections, the minutes were approved.

General Public Comment
Hank Wilson gave a historic account on the past community AIDS initiative called the AIDS/ARC Vigil, and spoke on the significant impact it had on the HIV positive community in the Tenderloin district for several years.

Member Response to Public Comment
None.

New Business: Member Input to the Parking Lot
Sister noted that it was announced today in the Bay Area Reporter that the 2001 consensus meeting is by invitation only. Sister Marymae Himm felt there should be other means of ensuring the security of guests while maintaining a more open process. He motioned that the HPPC consider writing a letter (via the Steering Committee or Co-chairs) requesting the Mayor's Office to look into other options for further inclusion to this gathering. With no objections heard, the motion was carried.

Al Cunningham made a motion to invite someone from the AIDS Activists Against Violence and Lies. With one objection, the motion passed by consensus. The request will go to the Council Parking Lot. Sister made a request to have an updated list of Parking Lot Items available to members.

HPPC Co-Chairs/Steering Committee Report
Maria Rinaldi summarized the Co-chairs' Report. It was announced that the Membership Committee agreed to go forth with the planning and implementation of an introductory cultural competency training to be held at the January 11th Full Council meeting. The People of Color Working Group previously nominated Martha Ugarte-Ortiz for the position of HPPC Community Co-chair for the upcoming election on January 11th. Maria Rinaldi reported that the Co-chairs were invited to a recent meeting for the Mayor's HIV Scientific Advisory Committee to bring back/share ideas and strategies from the HPPC.

A meetings of the Strategies and Interventions Working Group was scheduled December 12, to revise the Strategies and Intervention Chapter for the 2001 HIV Prevention Plan. Mike Discepola stressed the importance of attendance at these meetings, as it is disheartening when members request meetings but do not attend.

Steven Tierney reported that the State Office of AIDS was requested to provide funding information breakdowns for MSM. Reports showed that only 8% of total state funding target MSM. He noted that Council members are encouraged to read the CDC framework for the City and County of San Francisco that address the needs of gay and bisexual men at the CDC website. Steven was pleased to announce the endowment of $1 million HIV prevention in San Francisco from the Dupont Foundation. It was stated that half of the funds would go towards prevention research, while the other half will go towards prevention programs and will be prioritized by the HPPC. Over the course of the year, there will be discussions as to how this donation will be used.

Epi Working Group Distributes Part 2 of the Epi Chapter
Part 2 of the Epi Chapter along with a handout containing suggestions for reviewing the document was distributed to Council members. It was pointed out that the figures in the behavioral risk column on page 48 include both male and female populations, as the May census data was not broken up by gender. Additionally, the data is not complete since the consensus meeting has not yet occurred. The most current data will be added when it becomes available. For the time being, Council members are asked to examine the formatting and how the data is presented in the chapter.

Strategic Evaluation Committee Presents Motion for Ongoing Needs Assessments
Sister Marymae Himm presented the motion for an ongoing needs assessment cycle on behalf of the Strategic Evaluation Committee.

The Motion
The Strategic Evaluation Committee moves that SFDPH and the HPPC collaborate to ensure ongoing needs assessments for HIV-affected populations in San Francisco using the following mechanisms:
Part I: Establish a regular needs assessment cycle based on the following guidelines,

1. Before an RFP comes out, including RFPs for supplemental funds, SFDPH should conduct a gap analysis by comparing the epidemiological profile of San Francisco with the resource inventory (i.e., a description of the populations receiving federal, city, and private funds for HIV prevention). This will help guide decisions about allocation of resources.
2. Every year, the HPPC shall present a list of populations to SFDPH for whom there is a lack of epidemiological, behavioral, or intervention research, and/or information. SFDPH shall allocate resources to conducting needs assessments on these populations as resources become available.
3. SFDPH shall develop and maintain a research inventory (i.e., a list and summary of published and unpublished studies conducted by SFDPH, HIV prevention providers, universities, and other public and private institutions). This inventory will be used to inform plans for needs assessment for an evaluation of HIV prevention efforts in San Francisco.

Part II: A recommendation shall be made to the Council Co-chairs to form a new HPPC standing committee as soon as possible by January 2002, called the Needs Assessment, Linkages, and Evaluation (NALE) Committee, to track and develop linkages among needs assessment, research, and evaluation activities in the City and County of San Francisco.

There was opposition voiced regarding part II of the motion to form a new committee for needs assessment and linkages. Some members felt that it would be cumbersome, considering that the development of new committees and the vision for the scope of work for 2001 is nearly completed. There is also difficulty in tracking work of committees and there is the likelihood that the committee may not have enough work. Sister raised his

concern on the lack of strong linkages between stakeholders of HIV prevention and argued that the committee could be very valuable, as it would serve to guide decisions that would ensure that needs assessments and research efforts are maintained.

A request was made to divide parts I. and II. as two separate motions. There were no objections to this request and it was carried. A vote for Part I. was called. No objections were heard and the motion passed. By roll call vote, Part II. received 4 in favor, 11 opposed, and 2 abstentions, and the motion was not accepted.

Vote to Approve Remaining Policies in the HPPC Policies and Procedures Manual
There is a vote needed to adopt the remaining policies and procedures that were pulled from the motion on November 9, 2000. The policies that are being presented for a vote today are 1. Steering Committee Composition and Roles, 2. Roles and Responsibilities of the HPPC, 3. HPPC Steering Committee Job Description, 4. HPPC Committee Chair Job Description, and 5. Rapid Response. It was agreed to pull the Steering Committee Job Description, Roles and Responsibilities of the HPPC and Rapid Response policies from the motion and vote on them separately.

The motion was called to vote on the remaining items. With no objections heard, the policies were approved.

Under the Roles and Responsibilities of the HPPC, Lyn Fischer and Sister had concern over a HPPC governance policy. A friendly amendment was suggested to add "with members of the Council" to the Steering Committee Job Description. The amendment was duly noted and accepted with no objections. There was also clarification made on the policy stating who is responsible for reviewing the RFP, which includes the conflict of interest criteria.

Motion: To accept the HPPC Steering Committee Job Description with the addition of the bullet point stating that the Steering Committee would also review requests for letters of support. By roll call vote, 15 were in favor, 1 was opposed and 1 abstained, motion passed.

Maria talked about the concept of rapid response. A formal policy detailing the background and procedures for a rapid response event has been incorporated into the Policies and Procedures Manual. Sister offered a friendly amendment to remove process #4 from the policy (only Co-chairs would determine response or course of action), but it did not receive a second.

Motion: To accept the Rapid Response Policy.
By roll call vote, 13 were in favor, 2 were opposed and 2 abstained, motion passed.

15-Minute Break

Celebration for the Work of 2000
Maria explained that there would be three new committees this year: The Community Liaison Committee, the Plan Revision Committee, and the Membership Committee. A list had been circulated for Council members to state their committee preferences and population groups that they would be interested in. Members were asked to group together with the committee of their choice to decide their first meeting times for January. Final committee assignments for 2001 will be determined by the Co-chairs.

To wrap up the years work, Council members were thanked for their contribution to the HPPC this year. All HPPC members, including those who are leaving the Council, were recognized and presented with certificates for their diligent work and dedication to the HPPC.

Minutes prepared by Rona Esquieres, Polaris Research & Development.
Minutes reviewed by Tracey Packer.

The next HPPC meeting will be held on Thursday, January 11, 2000,
3:00 to 6:00 p.m.
Location to be announced.

HPPC Votes December 14, 2000

Motion: Passed	To Invite AIDS Activists Against Violence and Lies
Bill Barnes	Not Present
Teresa Betancourt	Yes
Erick Brown	Yes
Carla Clynes	Not Present
Al Cunningham	Yes
Michael Discepola	Yes
Lyn Fischer	Yes
Jo Ellen Fisher	Not Present
Yvette Flunder	Not Present
Ed Gallagher	Yes
Kimberly Gallant	Not Present
Steve Gibson	Not Present
Robert Gomez	Yes
Marymae Himm	Yes
Janetta Johnson	Not Present
Edd Lee	Yes
Mazdak Mazarei	Yes
Willi McFarland	Not Present
Michael Meehan	Yes
John Newmeyer	Not Present
Deborah Oliver-Wilson	Not Present
Jorge Ortiz	Yes
J. Collin Partridge	Not Present
Maria Rinaldi	No
River Sims	Not Present
Gwen Smith	Yes
Tae-Wol Stanley	Not Present
Steven Tierney	Yes
Martha Ugarte-Ortiz	Yes
John West	Yes
Rheena Yangson	Not Present

HPPC Votes	December 14, 2000
Motion: Passed	A recommendation shall be made to the Co-chairs to form a new committee by January 2001, called the Needs Assessment, Linkages, and Evaluation
Bill Barnes	Not Present
Teresa Betancourt	No
Erick Brown	Yes
Carla Clynes	Not Present
Al Cunningham	No
Michael Discepola	No
Lyn Fischer	No
Jo Ellen Fisher	Not Present
Yvette Flunder	Not Present
Ed Gallagher	No
Kimberly Gallant	Not Present
Steve Gibson	Not Present
Robert Gomez	No
Marymae Himm	Yes
Janetta Johnson	Not Present
Edd Lee	No
Mazdak Mazarei	No
Willi McFarland	Not Present
Michael Meehan	No
John Newmeyer	Not Present
Deborah Oliver-Wilson	Not Present
Jorge Ortiz	Yes
J. Collin Partridge	Not Present
Maria Rinaldi	No
River Sims	Not Present
Gwen Smith	No
Tae-Wol Stanley	Not Present
Steven Tierney	Yes
Martha Ugarte-Ortiz	No
John West	No
Rheena Yangson	Not Present

HPPC Votes December 14, 2000

Motion: Passed	To Adopt the Steering Committee Job Description Policy
Bill Barnes	Not Present
Teresa Betancourt	Yes
Erick Brown	Yes
Carla Clynes	Not Present
Al Cunningham	Yes
Michael Discepola	Yes
Lyn Fischer	Yes
Jo Ellen Fisher	Not Present
Yvette Flunder	Not Present
Ed Gallagher	Yes
Kimberly Gallant	Not Present
Steve Gibson	Not Present
Robert Gomez	Yes
Marymae Himm	No
Janetta Johnson	Not Present
Edd Lee	Yes
Mazdak Mazarei	Yes
Willi McFarland	Not Present
Michael Meehan	Yes
John Newmeyer	Not Present
Deborah Oliver-Wilson	Not Present
Jorge Ortiz	Yes
J. Collin Partridge	Not Present
Maria Rinaldi	No
River Sims	Not Present
Gwen Smith	Yes
Tae-Wol Stanley	Not Present
Steven Tierney	Yes
Martha Ugarte-Ortiz	Yes
John West	Yes
Rheena Yangson	Abstain

HPPC Votes December 14, 2000

Motion: Passed	To Adopt the Rapid Response Policy
Bill Barnes	Not Present
Teresa Betancourt	Yes
Erick Brown	Yes
Carla Clynes	Not Present
Al Cunningham	No
Michael Discepola	Yes
Lyn Fischer	Abstain
Jo Ellen Fisher	Not Present
Yvette Flunder	Not Present
Ed Gallagher	Yes
Kimberly Gallant	Not Present
Steve Gibson	Not Present
Robert Gomez	Yes
Marymae Himm	No
Janetta Johnson	Not Present
Edd Lee	Yes
Mazdak Mazarei	Yes
Willi McFarland	Not Present
Michael Meehan	Yes
John Newmeyer	Not Present
Deborah Oliver-Wilson	Not Present
Jorge Ortiz	Yes
J. Collin Partridge	Not Present
Maria Rinaldi	No
River Sims	Not Present
Gwen Smith	Yes
Tae-Wol Stanley	Not Present
Steven Tierney	Yes
Martha Ugarte-Ortiz	Abstain
John West	Yes
Rheena Yangson	Yes